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LIBRARY SCHOOL BULLETIN

No. 21-30 Vol. 3

March 1906—November 1911

- 21 UNITED STATES GOVERNMENT DOCUMENTS
- 22 LIBRARY BUILDING PLANS
- 23 REPORT 1905
- 24 REPORT 1906
- 25 REPORT 1907
- 26 SELECTED NATIONAL BIBLIOGRAPHIES
- 27 REPORT 1908
- 28 REPORT 1909
- 29 REPORT 1910
- 30 REPORT 1911

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Bulletin 102

LIBRARY SCHOOL 21

UNITED STATES GOVERNMENT DOCUMENTS

BY

James Ingersoll Wyer jr M.L.S. (N.Y.)

	PAGE		PAGE
Contents (in detail).....	4	Use.....	57
Production and nature.....	7	Appendixes	
Acquisition.....	17	1 Class work.....	69
Arrangement and classification	37	2 Bibliography	71
Cataloguing.....	41	Index.....	73

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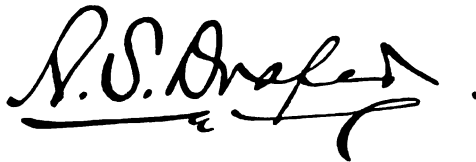
*Hon. A. S. Draper
Commissioner of Education*

DEAR SIR: Herewith I submit the Library School alumni lectures of 1905 and recommend them for publication as a very practical and much needed help to small libraries as well as a manual for library schools. They are the outgrowth of lectures delivered 1903-5 to library classes at the Universities of Minnesota and Wisconsin and to the New York State Library School at Albany by J. I. Wyer jr, librarian of the University of Nebraska and secretary of the American Library Association. The Minnesota State Library Commission and the League of Library Commissions printed in two little pamphlets, both now out of print, the parts deemed of most interest to small libraries. The entire substance of the lectures revised to July 1905 is here given, with a statement of the practice work which has always accompanied them. Only the printed documents which find their way into libraries are considered; no attention is paid to archives or manuscript collections.

Very truly

MELVIL DEWEY *Director*

Approved for publication, November 20, 1905

A handwritten signature in dark ink, reading "A. S. Draper". The signature is written in a cursive style with a large, sweeping initial "A" and a long, horizontal flourish extending to the right.

Commissioner of Education

CONTENTS

PRODUCTION AND NATURE

References.....	7	Production (<i>cont'd</i>)	
Importance.....	8	Congressional set.....	12
Production.....	9	Overproduction.....	13
Government Printing Office..	9	Nature.....	14
Superintendent of Documents	10	Scope.....	14
Printing law of 1895.....	10	Knowledge of government or-	
Specific provisions.....	10	ganization necessary.....	15
About 70 documents		Definition.....	15
named in the act.....	10	Difficulties in treatment.....	16
The "usual number";		Distinct treatment necessary	17
how apportioned.....	11	Unsolicited gifts.....	17
Additional copies.....	11	Different treatment in dif-	
General provisions.....	11	ferent libraries.....	17
By order of Congress.....	11	Treatment of single vol-	
On requisition of heads		umes.....	17
of departments.....	11		

ACQUISITION

References.....	17	Sources (<i>cont'd</i>)	
Sources.....	17	Department distribution	24
Superintendent of Documents	17	Needs of the small library.....	24
Depository libraries.....	17	Recommended lists of sets....	25
Remainder ".....	19	Starting useless sets.....	29
Geological depositories.....	20	Recommended list of single	
Miscellaneous documents		complete documents.....	29
supplied on special re-		Duplication.....	31
quest.....	21	Possibility of getting nine	
Sales.....	21	copies.....	31
Distribution by congressmen.	22	Need of central distributing	
How they are supplied.....	22	office.....	32
Their zeal in distribution...	23		

ARRANGEMENT AND CLASSIFICATION

Method of arrangement.....	37	Arrangement in nondepository	
Subject or chronologic.....	37	libraries.....	40
Serial number.....	38	Serial number.....	40
Arrangement in depository li-		Subject arrangement.....	40
braries.....	38	Problem in a small library.....	40
Serial number.....	38	Unbound documents: continua-	
Combination of serial number		tions and noncontinuations...	41
and dummy.....	39		
Proposed "library edition"			
and its effect.....	39		

CATALOGUING

References.....	41	Analysis (<i>cont'd</i>)	
Relation between cataloguing		<i>A. L. A. Index</i>	55
and classification.....	41	Analysis by the A. L. A. Pub-	
Author heading.....	42	lishing Board.....	55
Inversion or noninversion....	42	Analysis by the Library of	
Selected author headings.....	45	Congress.....	55
Importance of uniformity....	52	Analysis by the Department	
Complete sets.....	53	of Agriculture.....	55
Helps in cataloguing.....	54	Analysis by the Documents	
Analysis.....	55	Office.....	55
Question of time, money, in-		Main entry under personal name	56
dividual specialties.....	55		

USE

References.....	57	Indexes (<i>cont'd</i>)	
Indexes.....	57	Tables of and Index to Congressional Series. 1902..	63
Indexes to early documents..	58	Checklist of Public Documents. Ed. 2. 1895....	63
Indexes chiefly from the Superintendent of Documents Office.....	62	Consolidated Index, 1895-date.....	64
Poore. Descriptive Catalogue, 1774-1881.....	62	1 volume for each session of Congress	
Ames. Comprehensive Index, 1881-93.....	62	Hickcox. United States Government Publications, 1885-94.....	64
Bowker. United States Government Publications, 1881-1895.....	62	Catalogue of Public Documents, 1895-date.....	64
Ames. Comprehensive Index, 1889-1893.....	63	Department indexes.....	65
Comprehensive Index, 1893-1901	63	Personal familiarity.....	69

APPENDIXES

1 Class work.....	69	2 Bibliography.....	71
Required reading.....	69		
Reference questions.....	70		
<hr/>			
Index			73

New York State Library

Bulletin 102

LIBRARY SCHOOL 21

UNITED STATES GOVERNMENT DOCUMENTS

BY

James Ingersoll Wyer jr M.L.S. (N.Y.)

PRODUCTION AND NATURE

REFERENCES

Earle, M. T. A Disinterested Publisher. (*see* Lamp, July 1904, 38 (ser. 2, v. 28) : 461-66)

Popular account of the Government Printing Office and the nature, production and distribution of United States government documents.

Hasse, A. R. The Nation's Records. (*see* Forum, July 1898, 25:598-602)
Describes the deplorable failure of the United States to preserve, collect and arrange its official records.

Kerr, R. W. History of the Government Printing Office, at Washington D. C. with brief record of the public printing, 1789-1881. 196p. O. Lancaster Pa. 1881

Rossiter, W. S. Problem of Federal Printing. (*see* Atlantic Monthly, Sep. 1905, 96:331-44)

A quiet, chiefly statistical account of the enormous growth and costly administration of the Government Printing Office. Proves extravagance and waste and points out where much of the unnecessary expense is incurred.

U. S.—Congress. An Act providing for the Public Printing and Binding and the Distribution of Public Documents. (*see* its Statutes at Large. 1895. 28:601-24)

Ch. 23 of *Statutes at Large* of the 53d Congress, 3d Session, 1894-95. Also in *Supplement to the Revised Statutes of the United States*, 1895-97, v. 2, pt 1, p. 340-64; *Federal Statutes Annotated*, 1903, 1905, 6:147-87 (the latest and best place to find this act, as it not only shows it as amended to date, but gives court decisions construing doubtful points); and in *Compiled Statutes of the United States*, 1901, 1902, v. 2, title 45, p. 2532-606, "Public Printing, Advertisements and Public Documents" (similar in plan to the preceding; does not preserve ch. 23 intact; brings together all acts on the subject, with copious annotations).

Sections relating specially to public documents are reprinted in *Library Journal*, Jan. 1895, 20:13-20.

U. S.—Congress. Department Duties. (*see its* Official Congressional Directory, any edition for 1904 or 1905)

U. S.—Government Printing Office. Annual Report of the Public Printer for the year ended June 30, 1902. 281p. O. Wash. 1902 (U. S.—Congress—Senate—57th Cong. 2d Sess. Doc. 5. Serial no. 4416)

Also later reports as they appear.

Van Tyne, C. H. & Leland, W. G. Guide to the Archives of the Government of the United States in Washington. 215p. O. Wash. 1904. (Carnegie Institution. Publication 14)

Description of the archives and records of each government office, prefaced by statement of its duties and work, often with references to fuller accounts.

These chapters will discuss the printed public documents of our own government only. No formal exposition can do much more than introduce its intricacies or at the very most provide a tolerable foundation of information and familiarity on which to build a superstructure with understanding and intelligence. This superstructure, however, must be built by actually handling and using public documents. Their nature and uses can not be wholly mastered in the abstract, but only by really living with them and working over them till one comes away with soiled hands and vexation of spirit.

IMPORTANCE

Every library is interested in this subject. No library is so small that it may not with great profit not only get (ordinarily common and easy enough) but use (which is rarer) a certain few of the 1000 or more volumes published each year, and no library is so large that it may safely ignore the documents of the federal government.

If any single class of libraries more than another has been kept in mind, it is the smaller libraries, of less than 20,000 volumes, where the following conditions commonly prevail, at any rate in the West: The library has been in existence from 5 to 20 years, most of that time probably as a subscription or association library. During all its life successive congressmen and prominent citizens have remembered it generously and have sent to it faithfully all sorts and conditions of documents, most of which have been carefully stored in the back room or attic or piled on the highest and dustiest shelves, but few or none of which have ever been considered by either sender or recipient as to their appropriateness or value to that particular library. An occasional library has even

in its early days been designated as a depository by a congressman, who delighted to honor his district in this way, with the result that the piles of documents in the storeroom and attic are only larger and dustier than usual.

Such is the simple *actual* problem, while for a library just starting the *potential* problem is equally important, of what to get and what not to keep, so that the conditions in the previous instance may be avoided and a collection of live, useful books, not of lumber, may be built up. To reach some solution it is necessary to begin at the beginning.

PRODUCTION

The American government is our greatest publishing concern and maintains today the largest printing establishment in the country, perhaps the largest in the world.

Government Printing Office. The Government Printing Office, for such is its official title, was established in 1861; before that date the government printing was a political plum, given out to partizans. It now issues more than 1000 separate books and pamphlets yearly, and is operated at an annual cost of over \$6,500,000, the item for salaries alone being \$4,000,000. From this office are issued each year 500,000 copies of a single document, the *Yearbook* of the Department of Agriculture, the largest single edition of a document printed by any government. On this mammoth edition are employed over 1600 people at a cost for labor alone of \$100,000, and in the actual manufacture of the books are used 480 tons of paper, 20 barrels of flour, 3500 pounds of glue and 700 packages of gold leaf. From this monster printing shop comes the inexhaustible and ever increasing supply of government documents to be considered.

The Government Printing Office is under the charge of the joint committee on printing, consisting of three senators and three representatives. This committee has large powers, fully detailed in the printing law, in the control and management of the office. The finances of the office are conducted as follows: Congress makes annually, for maintaining the Government Printing Office, a gross appropriation which is, in the appropriation bill, apportioned among the different government departments, and the Government Printing Office then honors requisitions from the proper officers of each department to the extent of their several apportionments. The detailed appropriation for the year ending June 30, 1906,

aggregating \$6,005,645.82, may be found in the *Statutes at Large* for the 58th Congress, 3d session, p.1212-14.

The chief executive of the Government Printing Office is the Public Printer, appointed directly by the President, working under the joint committee on printing, and superintending the operations of the office under the present law known as the Act of January 12, 1895, which is the principal statute authorizing and regulating the production of our government documents and is cited among the references at the beginning of this chapter.¹

Superintendent of Documents. This law creates the office of the Superintendent of Documents, the incumbent of which is an under officer in the Government Printing Office, appointed by the Public Printer and charged with the following duties: To sell all documents whose distribution is not specifically provided for by law; to have general supervision of the distribution of all public documents and to have the custody of all documents awaiting sale or distribution; to prepare and publish two indexes, the *Comprehensive* and the *Consolidated* (p.63-64), and the *Monthly Catalogue* (p. 64); to act as a clearing house for all government documents among libraries, among government departments at Washington and among congressmen.

In the discharge of these duties, the Superintendent of Documents sold during 1903-4, 48,000 documents for \$12,607, received from various sources 1,459,511 documents, distributed 1,063,983 and had 955,247 in stock at the end of the year.

The office of Superintendent of Documents is sometimes confused with the Document Division of the Library of Congress. The two offices are entirely distinct. The Library of Congress is not charged with the official distribution or sale of any government documents except those published by that library. The Document Division of the Library of Congress is in charge of the building up of a great department of the public documents, not only of the United States but of all the separate states and of foreign countries. Its function is to collect, not to distribute or to exchange.

Printing law of 1895; specific provisions. We come now to a detailed consideration of some sections of the law of 1895. Under its direct provisions section 3 provides specifically for the printing of a certain fixed number of about 70 of the regular and most

¹In the section "Public Documents" in *Federal Statutes Annotated*, 1903, 1905, 6:147-87, is given a conspectus of all present laws now affecting the printing and distribution of government documents and a table of old laws now repealed and superseded. Cross references refer to other related sections, specially that on "Public Printing."

important documents, chiefly annual reports of the different government departments. This certain definite number is divided into two lots:

First, what is known as the "usual number" (exactly 1682) distributed as follows:

Senate Document Room (unbound) immediate use	150
House " " " "	420
Reserve for binding on orders from congressmen	500
Depository libraries (full sheep)	500
Library of Congress	52
Senate library	15
House library	15
Secretary of Senate	10
Clerk of House	20
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This "usual number," which is very important, will be considered later.

Second, in addition to the "usual number," the disposition of which is entirely provided for, the law provides for printing another lot, usually a larger number, for general distribution, commonly by the department making the report. Thus of the annual report of the Commissioner of Education there are printed 36,682 copies. 1682 are the "usual number," distributed as above. Of the remaining 35,000, in black cloth, 20,000 are given to the Bureau of Education; 14,700 placed to the credit of members of Congress, 52 to each senator and 27 to each representative, and 300 delivered to the Superintendent of Documents for distribution to remainder libraries, i.e. libraries not regularly designated depositories but to which are sent such remainders as are available.

General provisions. The law further makes general provision for the printing of any documents not specifically named in it in two ways, either by order of Congress or on requisition by the head of an executive department. A document may be ordered by Congress: (1) by order of either house alone, in which case only the "usual number" is printed; (2) by joint or concurrent resolution of both houses, which is required when more than the "usual number" is printed; (3) according to the terms of some new law.

Congressional set. Returning to the "usual number," more important than how many and how distributed, is the question, What is this "usual number" and how does it come to be printed?

The "usual number" is always printed of *all documents ordered printed by Congress and of no others*. 50,000 copies of a document may be printed on requisition of a department and scattered broadcast over the land, but the magic 1682 are not printed without the congressional sanction. This is important, because in the distribution of these 1682 copies we find that 500, bound in full sheep, are assigned to the Superintendent of Documents for distribution to depository libraries. Thus the bound volumes of documents forming the sets received by depository libraries include only those documents which Congress has deemed of sufficient interest and importance to order printed. And because of this origin in Congress of the order for their printing the sheepbound set sent to depository libraries is commonly called "the congressional set" to distinguish it from all other government documents. It is this set and only this set which has the serial number on the backs of volumes and in the government *Checklist* and indexes.

This congressional set is subdivided for each session of Congress into four series:

- 1 Senate Documents, which include all reports and messages from the President and departments which the Senate orders printed
- 2 Senate Reports, all reports of Senate standing or special committees
- 3 House Documents (see Senate Documents above)
- 4 House Reports (see Senate Reports above)

In case (and this is very common, for all reports from departments are submitted to each body) both Senate and House order the same document printed, it is numbered and assigned according to the first order received at the Government Printing Office, and the second or duplicating order is destroyed. For many years both orders were printed and the older volumes of the congressional set show many documents in duplicate, printed once on order from the Senate and again on order from the House.

It is in this congressional set that a fairly complete collection of continuous files of government publications can be found most readily. And yet this set, while it is the most important distributed by the Superintendent of Documents, is limited to 500 copies and is found generally in only the largest or most important libraries

in the country. On this account it is not to the congressional set, which the smallest libraries can not get if they want it, but to the documents printed outside of the congressional set, many of which the smallest libraries get without wanting them at all, that librarians of small libraries turn with most interest.

It is not to be understood that the documents appearing in the congressional set are found nowhere else. Not so at all! Many, perhaps most of them, are available from the departments, from the Superintendent of Documents as remainders, from congressmen, or by purchase, but not of course in full sheep binding and with serial number. On the other hand, many of the most useful government documents, specially some of the publications of the Department of Agriculture, are not included in the congressional set.

Overproduction. It will thus be seen that however wasteful and extravagant the government may sometimes be in its big printing shop, the work is not done indiscriminately or haphazard. The Public Printer has a lawful warrant for every document printed, the exact number being fixed by the law itself, by the requisition of executive departments or by the specific order of Congress.

President Roosevelt, in his message to Congress December 2, 1902, says on the matter of public printing:

There is a growing tendency to provide for the publication of masses of documents for which there is no public demand, and for the printing of which there is no real necessity. Large numbers of volumes are turned out by the Government Printing Office for which there is no justification. Nothing should be printed by any of the departments unless it contains something of permanent value, and Congress could with advantage cut down very materially on all the printing which it has become customary to provide.

This language was repeated with even more vigor in his message of December 1904, where the statement was made that the government printing could without serious detriment be cut down in volume one half. While it is a matter of doubt whether the expense could be so much reduced, it is certainly true, and individual officials at Washington are quoted ready to admit it, that the government is greatly overprinting.

President Roosevelt's vigorous language had the effect of arresting the constant, rapid annual increase of the appropriation for the Government Printing Office, and that for the year ending June 30, 1905 was \$180,000 less than for the preceding year.

Newspaper reports are widely current of the wasteful and obsolete methods to which the office still clings. It is only within a year or two that linotype machines have been introduced, and the following editorial clipping from a prominent American newspaper shows the feeling which seems to exist as to the conduct of the office from the standpoint of economy:

It is plain that the proposed reform in government printing has not yet become effective, for the flood of stuff turned out from the public presses is now larger than ever and no way seems to be in sight to check the deluge. The department has recently moved into its new building, a monumental structure with a floor space of seven acres, erected at a cost of \$2,000,000. Even this enormous house, which was planned to be large enough for many years to come, was outgrown before it was occupied, and it was considered necessary to leave 1000 employees at work in the old building after the new floor space was all occupied. Labor-saving machinery has been installed extensively in the new building, including 76 typesetting machines. Under ordinary circumstances this would check the growth in the number of employees, but this office is a law unto itself. There are now 4600 printers at work, and the annual cost of the establishment is \$6,000,000. The same volume of printing could be done by private contract in Washington and New York for \$3,000,000 or \$4,000,000 a year. Congress has appointed a committee to look into the subject during the summer to see why the work is so costly, why so much is done, and why an addition to the building was needed before the main structure was completed. If the committee goes to the bottom of the subject it will remain in Washington during the dog days, and when the report finally appears it can hardly be an indorsement of government ownership or management of anything.

NATURE

Scope. The documents of our government still comprise as always the messages and proclamations of the President, the full journal and debates of the sessions of both houses of Congress, the bills considered during these sessions as well as the much smaller number which actually become laws, the annual reports of each cabinet officer and similar reports from the chief of each of the numberless subordinate bureaus which have been formed in every department. All these are of the utmost interest to the student of history, economics and administration.

Besides the somewhat formal and perfunctory documents just named, which may be called the necessary business records of the government, and not one whit less important and interesting, though appealing rather more to the special scientific student or to the distinctly lay citizen, are the varied and extensive reports of

the special commissions established from time to time to investigate social questions (e.g. the Industrial and Philippine Commissions) or of expeditions sent out at government charge to study the fauna and flora of a state or region, and the hundreds of reports and monographs on scientific, social and political topics, annually completed by the very large corps of expert workers employed in the various branches of the government service both at home and abroad.

As some of us stand aghast at the formidable flood of printed matter which pours from the government presses we are disposed to question the wisdom and utility of so much of it. And yet, while admitting the undoubted mediocrity and the very questionable usefulness of some of it, it is impossible to doubt that these copious results of serious scientific study by trained workers have played a great part in the achievement of the commercial, agricultural, educational and scientific supremacy of the United States, and have also served to stimulate Americans in certain administrative and industrial fields where they are notoriously inefficient.

Knowledge of government organization necessary. It will be seen from this hasty survey of the scope of government publications that a minute and thorough knowledge of the organization of our government is decidedly the best preparation for an intelligent study and comprehension of its printed documents. I do not mean by this a study of abstract democracy or of the theory and genius of our institutions, but rather a literal knowledge of the names and functions of the various branches and subdivisions of the executive, legislative, judicial and administrative branches of our government. There is no better source for just the sort of information here meant than that part of the *Congressional Directory* (which should be in every library) enumerating the various departments and bureaus of our government and describing their organizations and duties. It will also be helpful to glance through the list of chiefs of divisions, bureaus and sections, as this list will hint more specifically and systematically at the scope of the work of each department.¹

The last annual report of the Public Printer shows concisely, in the list of documents printed on requisition of heads of the various administrative departments, the kind of work done in the different government offices.

Definition. Having now considered somewhat the scope of government documents, let us see if they can be defined so closely and

¹Further information on this point may be found in Follett's *Speaker of the House of Representatives* and McConachie's *Congressional Committees*

yet so comprehensively as to include all species of the extensive genus. This is difficult if not impossible.

We may say that a government document is any publication bearing the imprint of the Government Printing Office, but this definition must at once be qualified by the statement that while it is no longer the policy of the government to publish under any other imprint than its own, yet in the past many important government documents, e. g. the *Statutes at Large* and the *Annals of Congress* and the *Journals of Congress*, have been printed by private firms. The Constitution of the United States, too, when printed separately is a public document, yet it is much oftener printed privately than by the government. Despite these qualifications, however, the definition that a government document is any publication bearing on its title-page the imprint of the Government Printing Office is probably the best definition which can be formulated and sufficiently accurate to serve in the great majority of cases. Any other imprint on a book coming in any wise as a government document should put the librarian on guard and demand closer examination, while any book or pamphlet bearing the familiar words "Government Printing Office" on its title-page, however unlike the usual government document it may seem to be, will doubtless be found on close scrutiny to have emanated from some government office.

Difficulties in treatment. I have frequently observed a strong feeling that government documents are a class entirely apart from all other books and it is certainly true that the sudden sight of a government document fills the breast of the average librarian with sensations ranging from vague distrust and uncertainty to a distinct sinking of the heart and a feeling of real dread and helplessness. One librarian, very capable and sensible, and not at all cowardly in most things, carefully sets aside on a particular shelf each government document as it reaches her library, letting them accumulate there till long after she might have made some of them very useful, waiting, as she expresses it, "till she gets up courage enough to tackle them."

I have often marveled at this feeling, which certainly is very general and very real, and have wondered whether after all government documents were such a specially formidable class of accessions; whether, if we steeled our hearts, put on our boldest manner and whenever we met a government document looked it straight in the face and treated it in all respects like a plain, ordinary book of any other kind, we might not be surprised to see how our fancied difficulties would vanish. This was before I knew very much about them.

Distinct treatment necessary. The truth is they are so far from being like other books that they do require in nearly every case distinctly more thought and study, and methods of treatment entirely their own, in order to secure their greatest usefulness, and this for the following reasons:

1 Government documents are usually unsolicited gifts, and despite the old proverb the wise librarian must often if not always look a gift horse in the mouth to see whether she wants it at all. This is most important. Do not take everything offered even by governments and congressmen.

2 Government documents must be differently classified, arranged and catalogued in view of the nature and size of the library, and according to whether or not it is a depository, while the average book is treated pretty much alike in all libraries.

3 Single volumes of government documents as they reach a library can almost never be considered alone. Most of them are serials, continuations or parts of some set and are also complete books or articles as well.

ACQUISITION

REFERENCES

American Library Association — Public Documents, Committee on. Report, 1891-date. (*see* American Library Association. Papers and Proceedings, 1891-date)

U. S.—Documents, Sup't of. Annual Report. v.1-date, O. Wash. 1895-date

Wyer, J. I. jr. U. S. Government Documents in Small Libraries. Ed.2. 21p.O. Madison Wis. 1905

SOURCES

Superintendent of Documents

The Superintendent of Documents distributes documents in the following five ways:

Depository libraries. Five hundred copies of the "usual number," 1682, are bound in full sheep for distribution to designated depository libraries. There are now 492 such libraries and the list is made up as follows: The law names all state and territorial libraries as depositories and the list is then completed by permitting each representative to name one library in his district, each senator one library in his state and each territorial delegate one in his territory.

When the Documents Office was first created these depository libraries formed a special and much envied class and enjoyed privileges which could then with great difficulty be secured in any

other way. At present, however, the Superintendent of Documents is making every effort to supply nondepository libraries, and the feeling that the request for a document from a library which seems to promise real use of it constitutes the best sort of claim for a copy has come to be so general with him and with departments and congressmen that the nondepository library in charge of a librarian who knows government documents and how to get what he wants is often more promptly and satisfactorily served than any other. The chief advantage of the depository privilege now is to the large library which maintains an unbroken congressional set. Formerly depository libraries received only the congressional documents, but the law has been amended from time to time so that now substantially all government documents are sent them.

It may be that the congressional designation, as at present, is the best way to choose depositories, but it certainly seems as though too little regard is paid in many cases to the size of the town or the importance and location of the library; e.g. though there are 10 depository libraries in Minnesota, the third city in the state, Duluth, has none and there is not one within 150 miles either in Minnesota, Wisconsin or Michigan, while the library designated for the district in which Duluth is located is at a high school in a town of 5000 or 6000 people. The present selection of depositories does not represent a carefully studied list of the largest and best libraries in each state. No attention is paid to ability to care properly for the 550 documents sent out yearly except to require that every depository except college libraries shall contain at least 1000 volumes other than government publications.

The law provides that each congressional district be entitled to one depository library and each congressman feels bound as a matter of pride or duty to see that his district is not neglected and this without giving a thought to the fact that there may not be any valid reason why a depository should be created in a distinctly rural district, and that on the other hand there is every reason of good sense and administrative considerations why no such needless and wasteful extravagance should be begun. It is the height of folly to foist on a struggling little library in a town of 2000 or 3000 people 500 volumes a year requiring 100 feet of shelving, a quantity of material which is in the way, which has been sent as a great favor by a self-complacent and prominent citizen, which can scarcely be returned without ungraciousness, and about the unquenchable source and the value of which the librarian is very much in the dark. Speaking without a close knowledge of local conditions, which may

perhaps (though I greatly doubt it) mitigate the apparent folly of the thing, I venture to wonder why the Woman's Harmony Club of Smith Center Kan., the Public Library of Hopkinsville Ky. (which does not appear on the Commissioner of Education's latest list) and the Ladies' Library Association, Greenville Mich. are on the depository list; why there are four depository libraries in Nashville and only one in Memphis; why there are two in Tallahassee with 3000 inhabitants and only two in Cleveland with 400,000; five in New Orleans and but two in either San Francisco or Buffalo.

The latest list of depository libraries is printed in the 10th annual report of the Superintendent of Documents for 1904, which shows 36 located in New York State; two in the Capitol (the New York State and the State law libraries figuring for this purpose as separate libraries). The distribution in New York State seems very satisfactory, the metropolis having nearly one half, as it has about one half the population. One wonders a little to find the *New York World* enjoying depository privileges, specially as there are two other depositories within a few blocks.

Within two years in New York State, the public library of Addison (probably by advice of the Regents or the public libraries section) has surrendered its depository privilege, as has also the Supreme Court Library at Delhi, and in their stead the Colgate University Library at Hamilton (certainly an appropriate selection) and the Seneca Falls Library (a questionable one) have been named. In the latter case both town and library are very small, and it seems doubtful if there is any good reason for maintaining a government depository there.

Under the new congressional apportionment resulting from the 12th census, each of some 30 new members of Congress is entitled to name one new depository library, but as the present number of copies available for depositories is limited by law to 500, it will be necessary for Congress to take some step, which it has not yet done, to increase this allotment. It is doubtful whether 30 new depositories are needed.

Remainder libraries. Remainder libraries are those not on the list of depositories, which may be designated to the Superintendent of Documents by members of Congress (not more than three by each member) to receive regularly the fractional number of documents remaining of the general edition after congressmen and the departments have been supplied. As already noted there are printed in addition to the "usual number" 35,000 copies of the report of the Commissioner of Education. Of these 20,000 go to

the Bureau of Education, while 14,700 go to congressmen, leaving 300 to be supplied by the Superintendent of Documents to remainder libraries, and as there are over 600 of these, it is evident that less than one half can be supplied from this source. With the designation of remainder libraries in the hands of congressmen, it seems certain that there must be many on the list that do not value their privilege very highly and probably make very little or no use of the documents received.

Manifestly they can not all get the same documents because there are seldom enough to give each library a copy. The numbers of remainder documents received by the Superintendent of Documents are very irregular and inconsequent, even absurd, for when Congress orders 1000 copies the remainder may be and in one case actually is much greater than when it orders 500,000.

It is wise for a government to be liberal, but it is hard to distinguish between liberality and extravagance. From the 1904 report of the Superintendent of Documents, it appears that less than 28,000 documents were supplied during that year to remainder libraries, an average of about 46 to a library, certainly not very burdensome, and yet if the documents are not the ones most wanted, are they worth getting at all?

The distribution to remainder libraries is now the smallest single item in the list of distributions made each year by the Superintendent of Documents. There are over 50 remainder libraries in New York State. The latest list in print is in the seventh annual report of the Superintendent of Documents in government document serial no. 4220.

Geological depositories. Geological depositories are libraries, institutions or persons entitled to receive all the scientific publications of the Geological Survey except the annual reports. These libraries are designated under the provisions of an act of March 3, 1887, and of an act of January 12, 1895, and as under each act a congressman may name two libraries, it follows that four names may be designated by each congressman, which would mean, if the lists were full, that over 2000 libraries might profit by these provisions. These libraries received 41,473 documents in 1904 under this privilege, an average of about 27 pieces for each library. A study of the list of geological depositories in states with which I am familiar leads me to think that there is a great waste of money in this direction, and the fact that only 1500 libraries are on the list of the Geological Department, instead of over 2000 which might be, seems to lend additional point to the statement that the survey is heavily overprinting.

Miscellaneous documents supplied on special request. Nondepository libraries are given by the Superintendent of Documents every facility possible for obtaining desired documents. His office has adopted a rule to supply anything available to any library on request, provided that the document has not previously been supplied or will not be supplied later in due course under existing laws. The superintendent can not, however, accept a standing order for a certain document, even though he may be able to supply it year after year on request annually renewed. This would be creating a depository list—contrary to law. Through his clearing house for duplicates received by the return of documents from government departments, and in many other ways, he comes into possession of a great number of valuable documents beyond what are needed to supply all depository and remainder libraries, and these he is always ready to make available.

A resolution of Congress approved June 30, 1902, promises to be of the greatest value to small libraries not now depositories. As previously stated, 500 copies of the "usual number" of all congressional documents are by law set aside to be bound on special orders of congressmen, and also 570 copies unbound are sent to the House and Senate Document rooms for immediate use. Experience has shown that when a congressman desires a book he generally sends to the latter for his copy and has it bound at the Government Printing Office, and thus does not draw on the reserve set, which, practically intact, is after two years delivered to the Superintendent of Documents for distribution to libraries. Under this resolution, he at once received the publications of the 54th–56th Congresses, and offering them to a selected list of over 300 libraries, they were distributed to the extent of 120,000 volumes. Of course these libraries are later than depositories in getting them and the volumes include many now distributed to remainder libraries but as they go to other libraries the only duplication likely to result is with those sent by congressmen either voluntarily or by request.

Other minor distributions reported in 1904 were: waste paper, 126,112 volumes; foreign legations, 345,841 volumes.

Sales. The law provides that any documents available and certain documents not distributed free even to depositories, such as the *Revised Statutes of the United States*, may be sold by the Superintendent of Documents at a cost price determined by the Public Printer. The Superintendent can, under the law, make sales for cash *in advance* and paid in *cash or postal order*. This provision is valuable to all kinds of libraries. It is frequently the

easiest and quickest way for depository and remainder libraries to get duplicate copies, which, of course, will not be supplied free by the Superintendent of Documents.

The Superintendent of Documents issues frequent priced catalogues of documents on hand, which are furnished free to all applicants. The latest documents and those of which the available supply is very small are not on these lists but prices will be given on application. The sale of documents by the Superintendent is constantly increasing and at present nearly 50,000 are disposed of annually for \$12,000.

As a last resort, when one can not obtain a document free from any source, it is cheaper to buy from the Superintendent of Documents than in the book market. Unfortunately, the sale of only one copy to a single person is permitted by law, and if two or three are wanted, kind friends must be found to order the extra copies. The Superintendent of Documents has recommended the abolition of this restriction.

While 126,112 volumes were burned as waste paper in 1904 the Superintendent of Documents was obliged to return one tenth of all money sent him because he did not have in stock the publications desired. This incident typifies the chief fault in the whole system of government document distribution. It is not centralized. Doubtless the documents which the Superintendent could not furnish were in the possession of many congressmen or the departments to which the bulk of each edition was originally sent. This condition is improving, however, and the Documents Office certainly does everything possible to remedy the difficulty.

Distribution by congressmen

The largest single item among those composing the 1,063,000 documents distributed by the Superintendent of Documents in 1904, after the number sent depository libraries, was one covering documents sent to miscellaneous libraries on requests of senators and representatives, 141,000 volumes.

How they are supplied. Besides this enormous distribution by the Superintendent on orders from congressmen, over 600,000 documents are placed to their credit in the House and Senate folding rooms. The Superintendent of Documents published in 1901 *Tables of Public Documents Printed Annually or at Regular Intervals*, showing both the "usual number" and the extra number and their detailed distribution. These tables show at a glance that each senator has to his credit 1180 copies of each volume of

the *Yearbook* of the Department of Agriculture and each representative 994 copies of the same.

Their zeal in distribution. From these figures can be formed some idea of the enormous quantities of documents placed in the hands of congressmen and as this material when distributed profusely over his district forms a very present reminder of the donor and as the undistributed documents are forfeited at the end of each congressman's term to his successor, the reasons for the zealous attentions of congressmen in this matter are not far to seek. With his enormous supply it is quite evident, therefore, that for the small library not now a depository of any kind, indeed even for remainder and geological libraries, the representative from its district or the senator from its state furnishes the most effective means of getting government documents.

It is true, as said above, that the Superintendent of Documents offers every advantage which the law permits to his office to non-depository libraries and the service to such libraries is constantly becoming better organized and more effective, and yet I am still inclined to say that more satisfaction can usually be obtained from your congressman. Let us, for a moment, balance the claims of these two sources of supply for small nondepository libraries. The congressman will probably give quicker service, as he distributes only a relatively small number of documents and is among the very first to be supplied, and many valuable documents do not reach the Superintendent except as forfeits when they are a year or two old. Probably, also, he will take most pains for you as your library is in his district and no congressman in his right mind ever renders indifferent service to a constituent. The congressman, too, can probably give a wider range of service than the Superintendent, getting documents for you that you would get if at all only after delay and much correspondence with the latter. On the other hand, the Superintendent will probably give more intelligent service. He knows better what documents are most useful or in greatest demand among libraries, and (a beautiful feature about his service) he will not send you anything (I am speaking now of nondepository libraries) which you do not want or have not signified your willingness to receive. And this brings us to a serious fault with congressmen.

Some one has said that it is hard to tell which do the most harm in the world, enemies with the worst intentions or friends with the best. The overzealous congressman certainly has the best intentions. He means well without doubt, but beware of him, specially

if he be a new one with fresh enthusiasm and a desire to do favors to every man, woman and prospective voter in his district. He is very likely to make your library the dumping ground for all the scraps, remainders and job lots of documents, bound and unbound, which he can beg, coax or wheedle from his brother congressmen or the government offices. He never asks what you now have; he rarely says "by your leave." You first hear of his benefaction when the postmaster informs you of one or a dozen sacks of mail at the office for you. You must know what you want and specially what you do not want. You must give your representative and senators to understand distinctly that you do not want voluntary offerings, that when you want anything you will ask for it. You must deal promptly with unasked for gifts, sort out the ones you want, acknowledge them courteously, warmly, effusively, if you choose, but resack those you do not want and write your congressman for return franks for them and if he replies that the Documents Office can not now furnish franks as its storeroom is overcrowded, merely renew your request a little more urgently and insist on his providing a means of riddance.

Department distribution

Next to congressmen the department or bureau printing the document is furnished with the most copies. In some cases indeed, e. g. the annual report of the Public Printer, the only copies printed aside from the "usual number" are given to the office and none are available through congressmen.

Each bureau or office has a mailing list and in cases of a report or document you know you want and will want year after year, the best way is to get your congressman to have your library placed on the permanent department mailing list. Even then you must watch your files closely or you will be dropped some time without notice. So extensive is the work of distribution in a few of the departments, e. g. the Department of the Interior, that in 1902-3 the number of pieces distributed and cash sales exceeded those in the office of the Superintendent of Documents.

NEEDS OF THE SMALL LIBRARY

No definite and complete list of documents valuable to the small library is possible. No hard and fast rules can be laid down. Like all book acquisitions, the nature, situation and clientele of your library and the local circumstances must weigh in the decision. Some positive statements may be made, however. You do not want everything you can get. Libraries are too often collections

of books, not selections. It is not the province of the small library to gather indiscriminately or to keep all it can get.

Remember that every book added to your library costs so much good money (usually more than you think) to prepare it for the shelves, to catalogue it, and even to keep it standing on the shelves, unused and uncalled for, when it is catalogued. The books in the small library should be live, constantly used. The book rarely or never used has no place there, even if it be a government document, free as air. If you are in charge of a depository library which has no business to be one, surrender your privilege and take steps to supply your library in other ways with just what you want. The depository library is the last of all to get its bound volumes.

Turning now from the problem of what not to get, let us attempt an actual list of what to get. The following 19 titles of selected government serials should be found in all libraries, even the smallest, and the list of 16 single, complete documents following them will be found useful in any library. Suggested *Decimal Classification* numbers appear after each title.

Recommended list of sets

U. S.—Agriculture, Dep't of. Farmers' Bulletin 630

This series treats in a practical, simple and untechnical way subjects of particular interest to farmers and gardeners. On application to the department your library will be placed on the mailing list or the bulletins may be got through your congressman. They are not bound by the department—so each library will do well to bind them in volumes of convenient size.

——— Yearbook 630

A cyclopedia of practical, popular articles on specific topics and a description of the organization and work of the department. A larger edition is printed than of any other public document, and as most of the copies are distributed by congressmen, it will be easiest to get in that way.

Catalogue cards for each article in the *Yearbook* and for each *Farmers' Bulletin* may be had from the librarian of the Department of Agriculture at Washington.

The *Yearbooks* 1894–1900 are also indexed in Bulletin 7, Division of Publications, Department of Agriculture.

The Department of Agriculture is the largest publisher of documents interesting and valuable to small libraries. It is anxious to get its publications into the hands of the people and active in advertising them. Its *Monthly List of Publications* will be sent free to any applicant. A *List of Bulletins, Circulars, etc. Available for Free Distribution*, printed at intervals, includes the publications of most general interest.

The Superintendent of Documents in 1904 issued as Department list no. 1 in his *Bibliography of United States Public Documents* the *List of Publications of the Agriculture Department, 1862–1902, with Analytical Index*. Each bureau and division issues now and then for free distribution a list of its own publications, e. g. *List of Publications of the Botanical Division*, 12p. Dec. 1902; *List of Publications of the Soils Bureau*, 14p. Jan. 1903; *List of Publications of the Office of Experiment Stations on Irrigation*, 8p. Oct. 1902. These lists are well worth getting, often serving as a useful bibliography. Look them over and see if there is any item which you are very sure will be useful in your library, but do not let them tempt you to aimless acquisition

or to starting ill considered "sets", just because they may be had for the asking.

The Forestry Bureau has issued as Bulletin 36 the *Woodman's Handbook*, pt 1, by F. S. Graves. This useful little volume contains rules for finding the contents of logs and standing timber, methods of estimating timber, a brief outline of forest working plans and a description of instruments useful in the woods. It should prove of special service in Minnesota, Wisconsin and Michigan. Its free distribution will be limited to congressmen and the Department of Agriculture. There are no copies for sale or distribution by the Superintendent of Documents.

Circular 24, from the office of road inquiry on highway maintenance and repairs, is a compilation of testimonials and arguments favoring good roads, chiefly from Wisconsin men and papers.

The Statistics Division issues monthly the *Crop Reporter*, which can be had through the office of the department or through congressmen. It will be found of general interest among current periodicals in the reading room, specially during the crop season.

U. S.—Census, Bureau of the. All publications 317.3

The report in 10 volumes of the 12th census for 1900 may be had by applying to the Director of the Census or to your congressman. The *Statistical Atlas*, a supplementary volume, will be found as useful as any of the other volumes.

The *Abstract of the 12th Census, 1900*, is a comprehensive manual of important statistics collected by the last census. It will be found an exceedingly useful reference manual supplementing the annual *Statistical Abstract*.

The special reports on wages, occupations etc. are of most interest to the special student of social subjects and will not be in frequent request at small libraries.

U. S.—Civil Service Commission. Annual Report 351.6

Keeps one informed as to the vicissitudes of civil service and the organization and administration of the United States classified service. Candidates for government positions under the civil service are found in every state, and the latest edition of the manual of examinations should be available in all libraries. All publications are free on application.

U. S.—Congress. Congressional Directory 328

Three or four editions, embodying changes and corrections, are issued during each session of Congress. One edition a session is enough for the average public library.

——— Congressional Record 328

The daily record of the debates and proceedings in both houses of Congress. It should be placed in the reading room with other daily papers and it will be as much sought after and read as any of them. It is necessary to apply to your congressman at the beginning of each session, as one session's mailing list does not hold over. It is not so useful for later reference, being very poorly indexed.

U. S.—Education, Bureau of. Annual Report of the Commissioner 370

A great storehouse of contemporary educational history, statistics, laws and information. The most important educational publication in the country. Indexed to 1898 in the second edition of the *A. L. A. Index*. Volume 1 for 1895-96, pref. p. 46-54, contains a list of the publications of the Bureau of Education 1867-90, with subject index.

The edition of the cloth bound set, in which it first appears, is limited, and the surest way to get a copy is to address your congressman.

——— Circulars of Information 370.9

If possible, try to get your library placed on the mailing list for this series of contributions to the history of education in the different states. The

four numbers issued in 1902 were histories of education in Pennsylvania, West Virginia, Minnesota and Nebraska, and in 1903, for Maine, Texas and Colorado. Indexed to 1899 in the second edition of the *A. L. A. Index*.

U. S.—Interstate Commerce Commission. Annual Report 385

A formal detailed report of the activities of the commission is followed by a syllabus of all decisions made.

——— **Statistics of Railways in the United States 385**

An invaluable compendium of statistical information. Will answer in most libraries instead of Poor's *Manual*.

All publications of this commission are distributed free on application to the department.

U. S.—Labor, Bureau of. Annual Report of the Commissioner 331

——— **Bulletin 331**

——— **Special Reports 331**

These publications are of utmost usefulness to the librarian who will take pains to find out what is in them. They are distributed free on application. The first two sets are indexed to 1899 in the second edition of the *A. L. A. Index* and the Bureau of Labor issued in 1902 its own excellent index to all three sets as well as to the sets of labor reports from the different states. This index covers Annual Reports 1-16, Bulletins 1-39 and Special Reports 1-9.

U. S.—Mint, Bureau of the. Report of the Director of the Mint 332

The information on coins, coinage and money which this report contains is frequently in request; but for this it has slight claim to a place in this list.

U. S.—National Museum. Annual Report 507

The chief reason for including this title is because the volumes to and including 1898 are indexed in the *A. L. A. Index*. The articles are usually on American archeology, well illustrated but not exactly of a popular sort.

U. S.—Postoffice Dep't. United States Official Postal Guide 383

Monthly with a complete annual number; subscription price \$2, published and sold at present by J. B. Lyon Co. Albany N. Y. It is a question whether it is worth \$2 to the small library, as the information may always be got at the local postoffice.

U. S.—Statistics, Bureau of (Dep't of Commerce and Labor). Consular Reports 382

Contain short reports from United States consuls all over the world on trade conditions, probable markets, suggestions for stimulating commerce, items from experience or practice of other nations, etc.

Not of very great use in smaller libraries and the title is included here mainly because the set is indexed to v. 60 in the second edition of the *A. L. A. Index*. Index numbers to the Consular Reports (not in the regular numbered series) have been issued by the Department of State as follows:

No. 1-59, v. 1-17

No. 60-111, v. 18-31

No. 112-51, v. 32-41

No. 152-203, v. 42-54

No. 204-39, v. 55-63

Some of these are out of print but every library maintaining this set should get them all if possible and bind and shelve them at the beginning of the set.

The Consular Reports appear monthly in pamphlet form, but if it is found that they are in demand they can be had later bound in cloth from the Department of Commerce and Labor, which now issues them. Till 1903 they were issued by the State Department and libraries which have cata-

logged them with that author heading are advised not to change; a note or reference card will meet all needs.

——— **Monthly Summary of Commerce and Finance** 380

Within a few years this publication has added to its statistical information a number of extremely well done and valuable articles on commercial and financial topics, e. g. monographs on "Great canals of the world" and "Movement of prices, 1840-1901." Many of these articles are reprinted separately.

If you are unable to get this journal directly from the publication bureau, your congressman can.

——— **Statistical Abstract of the United States** 317.3

Appears annually and is the most useful summary of statistics relating to our country that is printed. May be had in advance edition bound in paper and is available through congressmen.

These 19 sets should be kept up to date in all libraries, either by getting the name of the library on the mailing lists of the departments issuing them or by securing copies each year from congressmen or the Superintendent of Documents.

In the 1904 edition of the *A. L. A. Catalog*, pt 1, p.367-72, is a classified list of public documents considered most useful for a popular library. Each volume of reports of the Industrial Commission and each of the special reports of the Commissioner of Labor are entered separately, thus making 25 items instead of two. Even allowing for this duplication, the *A. L. A. Catalog* list seems rather more ambitious as a collection of government documents than most small libraries will care to undertake.

The *A. L. A. Catalog* contains the titles of the following 11 government serials not named in the foregoing list:

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|----|---|---|-------|
| 1 | American Historical Association. | Annual Report | 973 |
| 2 | Smithsonian Institution. | Annual Report | 506 |
| 3 | U. S.—Adjutant General's Office. | Official Army Register | 353 |
| 4 | U. S.—Foreign Commerce, Bureau of. | Commercial Relations | 382 |
| 5 | U. S.—Geological Survey. | Annual Report | 557.3 |
| 6 | ——— | Mineral Resources | 553 |
| 7 | U. S.—Interior, Dep't of the. | Official Register of the United States | 351 |
| 8 | U. S.—Navigation, Bureau of (Dep't of Commerce and Labor). | Annual Report | 387 |
| 9 | U. S.—Navy Dep't. | List and Station of Officers | 353 |
| 10 | U. S.—Patent Office. | Official Gazette | 608 |
| 11 | U. S.—Statistics, Bureau of (Dep't of Commerce and Labor). | Special Consular Reports | 382 |

Till 1903 the Special Consular Reports were issued by the State Department and libraries which have catalogued them with that author heading are advised not to change; a note or reference card will meet all needs.

After careful consideration, it does not seem that any of these 11 titles are indispensable or even so important to a small library as to deserve a place in the list previously given. They are undoubtedly the ones to be considered next if it were thought wise to extend that list and if any selection from them is worth more than an individual opinion, 1-2 and 8 are preferred. Perhaps, indeed, the annual report of the Smithsonian Institution because of its excellent semipopular scientific articles deserves a place among the recommended sets.

Starting useless sets

Coming back, then, to our 19 recommended titles I would say that beyond them, be exceedingly shy about starting sets. Know the nature of a set carefully, wait till you have had calls for it, but, once you have begun it, be vigilant to keep it up to date and to get all back volumes.

Recommended list of single complete documents

A. L. A. Catalog; 8000 volumes for a popular library, with notes, 1904; prepared by the New York State Library and the Library of Congress, under the auspices of the American Library Association Publishing Board; editor, Melvil Dewey, associate editors, May Seymour, Mrs H. L. Elmendorf. 2v. in 1, Q. Wash. 1904

017

This revised, extended and greatly improved edition is of the utmost usefulness to the small library as an aid in cataloguing, classification and book selection and buying. One cloth bound copy will be sent free to every library in the United States. Other copies may be had from the Superintendent of Documents as follows: Complete, cloth 50c, paper 25c; either part alone, cloth 25c, paper 15c. There are no free copies available for individuals.

Pt 1, classed list; pt 2, dictionary catalog

Cutter, C: A. Rules for a Dictionary Catalog. Ed. 4. 173p. O. Wash. 1904

025.3

This fourth edition revised contains 30 pages of added rules but omits appendixes 1, 4, 6 and 7 found in the third edition. It is exactly as Mr Cutter left it, no liberties having been taken with his manuscript.

Copies may be had free from the Commissioner of Education, Washington D. C.

Egleston, N. H. Arbor Day, its History and Observance. 80p. il.

O. Wash. 1896

371.89

Issued from the Department of Agriculture, but not in any of its regular series.

Heitman, F. B. Historical Register and Dictionary of the United States Army, from its organization, Sep. 29, 1789, to Mar. 2, 1903. 2v. Q. Wash. 1903

355

This is the unofficial work of a private compiler, purchased and published by the government by authority of an act of Congress approved Mar. 3, 1903.

It contains list of general officers of the United States army and of United States volunteers, 1775-1903; complete chronologic roster of chiefs of bureaus, staff corps, field and staff officers of the line; officers who have been thanked or rewarded by Congress, and a number of miscellaneous lists of officers, battles, wars, forts, cemeteries etc. covering the entire period of our national life. The major portion of the work is taken up with a complete alphabetic list of commissioned officers of the army, including officers of the volunteer staff, giving their full names, records of service with ranks attained.

This valuable reference work does not bear the imprint of any department or bureau, so it would seem that application to your congressman would be most likely to get it. It is advertised in the *Monthly Catalogue of United States Public Documents* as for sale by the War Department for \$2.

Hermann, Binger. The Louisiana Purchase and our Title West of the Rocky Mountains, with a Review of Annexation by the United States. 87p. Q. Wash. 1900 978

This is an authorized reprint as *House Document 708, 56th Congress, 1st session*, of this timely and valuable monograph originally published in 1898 and no longer to be had in the original form. It has been distributed to depository libraries as serial no. 4002 and may be had from congressmen in pamphlet form and probably in somewhat limited numbers.

U. S.—Animal Industry, Bureau of. Special Report on Diseases of Cattle and on Cattle Feeding. Ed. 2. 533p. O. Wash. 1904.
(U. S.—Congress—House—58th Cong. 2d sess. Doc. 744.
Serial no. 4734) 619.2

——— Special Report on Diseases of the Horse. Ed. 2. 600p. O. Wash. 1903. (U. S.—Congress—House—57th Cong. 2d Sess. Doc. 487. Serial no. 4552) 619.1

U. S.—Anthracite Coal Strike Commission. Report to the President on the Anthracite Coal Strike of May-Oct. 1902. 257p. O. Wash. 1903 331.89

There is an earlier less desirable edition without the appendixes. The report, probably, can be got from congressmen, and the Superintendent of Documents offers it for 15c.

U. S.—Congress. Abraham Lincoln, James A. Garfield, William McKinley. 246p. Q. Wash. 1903. (U. S.—Congress—Senate—57th Cong. 2d sess. Doc. 219. Serial no. 4432) 920

A collection and republication of the memorial addresses delivered in Congress on the three martyr presidents, by George Bancroft, J. G. Blaine and John Hay respectively.

The separate address on McKinley is also published as *House Document 453*.

——— Biographical Congressional Directory, 1774-1903, Continental Congress to the 57th Congress. 900p. Q. Wash. 1903 328.73

Also includes biographies of the executive officers of the government 1789-1903. Issued in paper at 90c, cloth \$1, and will be sent depository libraries in sheep as *House Document 458, 57th Congress, 2d session*, serial no. 4539. Your congressman should be able to tell you whether it is to be had free and how.

——— Revised Statutes of the United States. Ed. 2. 1394p. Q. Wash. 1878 345.2

Two supplements bring the work almost down to date. These books are never distributed free, but the three volumes may be had from the Superintendent of Documents for \$7.75.

U. S.—Congress—Printing, Joint Committee on. Celebration of the 100th Anniversary of the Establishment of the Seat of Government in the District of Columbia. 343p. Q. Wash. 1901 917.53

Of the 7000 copies printed, the majority were distributed by congressmen.

U. S.—Congress—Senate—District of Columbia, Committee on. Improvement of the Park System of the District of Columbia. 179p. O. Wash. 1902 917.53

Contains many fine pictures and plans showing the projected transformation of Washington city. Of special interest to those in civic improvement work.

U. S.—Congress—Senate—Foreign Relations, Committee on. Compilation of Treaties in Force 1904. 996p. O. Wash. 1904. (Serial no. 4622) 341.2

U. S.—Industrial Commission. Report. 19v. O. Wash. 1900-2 331

This set has been pronounced the most notable document ever published by our government. It treats of capital and labor and the many social topics resulting from their interrelations. It is a pity that the edition was so soon exhausted. The set is very hard to get, the Superintendent of Documents having none for distribution and the quota with congressmen having been distributed long ago. The volumes occur in the congressional set as serial no. 3990-92, 4168-69, 4338-49.

U. S.—Insular Affairs, Bureau of. Pronouncing Gazetteer and Geographical Dictionary of the Philippine Islands, with maps, charts and illustrations. 933p. O. Wash. 1902. (Serial no. 4240) 919.14

Sold in cloth binding for \$2.10 by the Superintendent of Documents.

DUPLICATION

Possibility of getting nine copies. One evil in the distribution of government documents is the wasteful duplication likely to occur. It is quite possible for a library to obtain as many as nine copies of a single document without any of the various donors becoming aware of the duplication. The operation would be as follows: one from the bureau issuing the document, one from the department to which the bureau is subordinate, one from the representative of your district and one from each senator of your state (with a second copy from each of the three by asking

for it by document number instead of title), one from the Superintendent of Documents.

Need of central distributing office. Suggestions as to remedies for this waste and for the consolidation of agencies for document distribution are given in the *Seventh Annual Report* of the Superintendent of Documents, p. 8-12.

This brief review of the distribution of government documents reveals very clearly the chief fault in the system, a lack of centralization. We have seen that the Superintendent of Documents distributes annually about 1,000,000, the Department of the Interior and its different bureaus nearly or quite a 1,000,000, more, and congressmen 600,000, and that it is easily possible for an individual to get eight or nine free copies. A central distributing office is highly desirable but seems a long way off. Every individual or office which now controls any distribution looks on it as a personal privilege or prerogative, and however much of a nuisance certain aspects of it may be, would relinquish its exercise to a central agency only with much opposition and dissatisfaction. It is true that since the establishment of the Superintendent of Documents Office, more and more of the distribution is being centered there and some day it will come about that every library can have just what it wants, nothing more, nothing less, and all from one central office, probably the Superintendent of Documents, either under its present auspices or as a part of the Document Division of the Library of Congress.

This central distributing office should contemplate a minimum of distribution in the control of congressmen and the departments and an increasing maximum of distribution in its own hands. The various standing mailing lists, now in the hands of congressmen, departments, bureaus and commissioners' officers, should be consolidated, duplicate entries weeded out and it would seem entirely possible to maintain a card record for each important document sent out on individual request. Congressmen, departments and bureaus should be able to refer all requests for documents to such a central office with the assurance that they will get prompt and intelligent attention.

If so radical a change could not be brought about all at once the department standing mailing lists might be allowed to stay in department offices, a duplicate be placed in the Documents Office, and all requests received by departments from persons not on these mailing lists be referred to the Superintendent. A similar consolidation of the sale of all documents should also be effected.

A useful circular entitled *Memorandum from the Division of Documents Referring to the Distribution and Sale of Public Documents*, issued from the Library of Congress February 15, 1904, is reprinted below. It gives the impression (doubtless intentionally) that most government documents may be obtained only by purchase and that the free distribution is much less and much more closely restricted than is actually the case.

Distribution and sale of public documents

(Par. 1) *Free distribution of documents in general.*—While in some of the states of the union the State Librarian is charged with the distribution of public documents, the Librarian of Congress has no such duty with respect to the documents of the United States. There is no official of the government who has control, for free distribution to applicants, of all the documents issued by the government. Distribution, so far as it takes place, is in the hands of the issuing authorities.

(Par. 2) Documents are issued by authority of Congress or that of the executive departments and other offices of the government. So far as the editions printed permit any gratuitous distribution, such distribution is deemed an act of courtesy on the part of senators and representatives or of the several executive departments and offices.

(Par. 3) *Sale of documents.*—The laws of the United States provide in certain cases for the sale of public documents. Several of the government offices are authorized to sell their own publications at cost; and there is also a general agent for the sale of official documents, the Superintendent of Documents.

(Par. 4) The Superintendent of Documents (whose office should not be confused with the Division of Documents of the Library of Congress) is authorized by the act of January 12, 1895, to sell at cost any document in his charge the distribution of which is not specifically directed by law. A list of the documents for sale by his office is sent gratuitously to every applicant. The most recent documents and those of which the available supply is very small are not found in this list; but on application prices are quoted for such publications. The Superintendent of Documents can, under the law, receive remittances only *in cash or by postal order*, and as a rule this is true of the other offices authorized by law to sell documents. Correspondence and remittances should be addressed: The Superintendent of Documents, Government Printing Office, Washington, D. C.

(Par. 5) The Department of the Interior sells the decisions relating to public lands, decisions in pension and bounty land claims, and land office maps. Correspondence and remittances should be addressed: The Secretary of the Interior, Washington, D. C.

(Par. 6) The Patent Office sells the Official Gazette at \$5 per year and the other publications of the office. Correspondence

and remittances should be addressed: The Commissioner of Patents, Washington, D. C.

(Par. 7) The United States Geological Survey sells the maps and scientific publications—monographs, professional papers, and bulletins—of the survey. Correspondence and remittances should be addressed: The Director of the United States Geological Survey, Washington, D. C.

(Par. 8) The Public Printer sells current issues of the daily Congressional Record, and receives subscriptions for the daily Congressional Record at the rate of \$4 for the short sessions and \$8 for the long sessions of Congress. Correspondence and remittances should be addressed: Chief Clerk, Government Printing Office, Washington, D. C. Bound volumes of the Congressional Record are sold by the Superintendent of Documents.

(Par. 9) The Postoffice Department sells the Post Route Maps of the United States. Correspondence and remittances should be addressed: Disbursing Clerk, Postoffice Department, Washington, D. C.

(Par. 10) The United States Coast and Geodetic Survey sells the maps, pilots, and other publications of the survey. Agencies for the sale of these publications have been established in the principal cities, but those who desire can purchase directly from the office. Correspondence and remittances should be addressed: The Superintendent of the United States Coast and Geodetic Survey, Washington, D. C.

(Par. 11) The Hydrographic Office of the Navy Department sells its charts and other publications. Agencies for the sale of these documents exist in the principal cities, but those who desire may deal directly with the office. Correspondence and remittances should be addressed: The Hydrographic Office, Navy Department, Washington, D. C.

(Par. 12) The Nautical Almanac Office, Navy Department, sells the American Ephemeris and Nautical Almanac and other publications of the office. Correspondence and remittances should be addressed: The Nautical Almanac Office, Georgetown Heights, Washington, D. C.

(Par. 13) The Catalogue of Title Entries of books and other articles entered in the Office of the Register of Copyrights is sold for \$5 per annum. Remittances should be made to the Collector of Customs in the district in which the applicant resides, or to the Secretary of the Treasury, Washington, D. C., and not to the Register of Copyrights.

(Par. 14) *Classes of documents.*—The documents published by government authority fall into several classes and are subject to various rules in regard to their free distribution and sale.

A. Documents for the use of Congress, printed in the usual number

(Par. 15) *Free distribution.*—Of the documents of this class which bear a congressional number, such as "House Document No. 62," no distribution to individuals is contemplated by law. A

certain number is reserved by the Public Printer to be bound upon orders by members of Congress and officers of the two houses entitled to them, and also to be bound for libraries of the United States in which public documents are deposited. The remainder of the edition is designed for the current use of the two houses of Congress in the work of legislation. The number printed is not sufficient to give to each senator and representative more than one copy. It will be understood that copies of such documents are accessible only to senators and members of the House of Representatives, and that when they part with copies they curtail the supply which is designed for their own use. The gift of such copies of documents is therefore an act of special courtesy on the part of senators and members of the House.

(Par. 16) *Bills* are printed in very limited editions except in special cases. They are not distributed to libraries, and, like numbered documents, can be obtained only through the special courtesy of senators and representatives.

(Par. 17) *Laws*, as soon as passed, and treaties when proclaimed are printed in slip form for the convenience of Congress, but are not distributed except as stated in Paragraph 15. Section 213 of the Revised Statutes provides that certified copies of laws or treaties can be obtained from the Department of State by paying a fee of 10 cents for each sheet containing 100 words. Correspondence relating to certified copies should be addressed to the Chief of the Bureau of Rolls and Library, Department of State, Washington, D. C.

At the close of each session the laws and treaties are collected into a volume (pamphlet laws, see Par. 20), and these volumes are united, when the Congress is completed, in the Statutes at Large (see Par. 32).

(Par. 18) *Numbered documents of earlier date*.—At the close of each session the numbered documents, as well as bills and slip laws, remaining on hand at the Capitol are destroyed. Unless there has been a special edition, it is practically impossible to secure separate copies of these documents for earlier Congresses.

(Par. 19) *Sale*. Very few of the documents of this class come into the possession of the Superintendent of Documents for sale.

B. Documents for the use of Congress printed in large number

(Par. 20) *Free distribution*.—There are certain documents which, either by law or by special resolution, are printed, not only for the immediate current use of the legislative bodies, but also for distribution by the members of the two houses. In such cases each senator or representative is assigned a definite number of documents, which he may dispose of at pleasure. It is, of course, unnecessary to state that senators and representatives are likely to give consideration in the first instance to libraries and to applicants personally known to them and that in few cases is any considerable number of documents assigned to each senator or representative. The quota of the Year Book of the Department of

Agriculture, the most widely circulated of all the government publications, assigned to each representative is 994; so that even in this case a representative is hardly in a position to respond to every call which may be made upon him. It may be added that in many cases the number of books assigned to senators and representatives for distribution is only three or four.

(Par. 21) *Older documents*.—The quotas of senators and representatives are generally soon exhausted, but occasionally a few copies of reports remain undistributed for a number of years, and these older issues can sometimes be supplied.

(Par. 22) *Sale*.—Documents of this class are generally sold by the Superintendent of Documents.

C. Speeches

(Par. 23) *Free distribution*.—The speeches made in the two houses of Congress are not reprinted in separate form at government expense. When this is done it is at the cost of the speakers, and they alone have pamphlet speeches to distribute.

(Par. 24) *Sale*.—Those who desire to obtain particular speeches without requesting them from the speakers themselves may purchase from the Government Printing Office (Par. 8) the issues of the Congressional Record in which the speeches are contained.

D. Documents printed for the use of Congress and the executive departments

(Par. 25) *Free distribution*.—In addition to the documents assigned to senators and representatives for distribution (Par. 20), a certain number of copies is generally provided for the offices from which the reports have emanated. The latter frequently use the documents as a means of enriching their working libraries by exchange, and frequently find themselves under the necessity of restricting their further distribution to libraries and to persons who are known to them to be professionally interested in the documents in question.

(Par. 26) These documents are generally obtainable by purchase from the Superintendent of Documents.

E. Documents issued by the departments

(Par. 27) *Free distribution*.—Documents issued by the departments are obtained through the courtesy of members of Congress only when the latter, to oblige their constituents, take the trouble to make application to the various executive offices. All applications should therefore be addressed to the offices directly. The practice governing the distribution of these documents depends largely upon the purpose of their publication. They fall roughly into the following groups:

(Par. 28) 1. Documents intended for the information of the officials of the department. These are rarely given to persons not connected with the government service, as they are printed in small editions and are often regarded as semiconfidential.

(Par. 29) 2. Documents which have an interest extending beyond the administrative service. These are printed in somewhat larger number, and the practice in their distribution accords with that noted under class D (Par. 25).

(Par. 30) 3. Documents intended for the information of the public. Some of these are issued for the instruction of persons having business with the government offices, while others are of a more general character and are designed to cultivate the public interest in the subjects to which they relate. Publications of this group are issued quite freely to applicants.

(Par. 31) *Sale*.—The documents of this class mentioned in the first group (Par. 28) are rarely obtainable by purchase. Those of the second and third groups (Pars. 29 and 30) are generally to be obtained from the Superintendent of Documents.

F. Documents which are not distributed

(Par. 32) *Sale*.—In some cases the law provides for the distribution of certain documents to designated public offices and to libraries and for the sale of all that remain undistributed. This applies particularly to the United States Statutes at Large and to the Supplements to the Revised Statutes; but there are a few other publications which belong to this class. Some of them have already been indicated in a general way in the list of offices (Par. 5-13) by which the publications are sold.

ARRANGEMENT AND CLASSIFICATION

METHOD OF ARRANGEMENT

Subject or chronologic. The matter of arrangement, so far as it is particularly vital, presents two alternatives, *subject* and *chronologic*, the latter probably in accordance with the serial numbers assigned by the Documents Office.

The arrangement and classification of government documents must vary so much in different libraries, depending on present size and probable growth, nature, constituency and whether depository or nondepository, that no general statement of any great value can be made beyond this, that arrangement on the shelves by subject is to be preferred, of course classifying documents either in single volumes or sets, not with other books on the same subject. There is no reason, except in large depository libraries maintaining a serial number arrangement, why documents should be shelved in a separate room or alcove and every reason why a library should be as much of a unit as possible, with all the books on a given subject in the very fewest possible places. The best arrangement, however, will fall short of getting the greatest good out of documents if they are presided over by an attendant ignorant of their use and value.

Serial number. It is necessary just here to explain exactly what the serial number is to which allusion is made. From the 15th Congress, in 1817, the documents have been printed, collected and bound in manner and form more or less similar to the present. At the close of every session of Congress when the Superintendent of Documents comes to bind the 500 sets for depository libraries, he arranges the documents which Congress has ordered printed (these alone being included in the congressional set) into four classes, Senate documents, Senate reports, House documents and House reports.

Till 1895 the congressional set was divided into six series: Senate executive documents, Senate miscellaneous documents, Senate reports, House executive documents, House miscellaneous documents, House reports; but in 1895, beginning with the documents for the 1st session of the 54th Congress, the terms "executive" and "miscellaneous" were abolished and the documents in these series became known as Senate documents and House documents. These documents are numbered consecutively in each series as they are printed, so the Superintendent of Documents collects them into volumes of convenient size and assigns to each volume a serial number, which is found on a label at the bottom of the back or, more recently, in large black figures at the top of the back. This plan was first adopted by Mr John G. Ames in 1895, at which time he arranged as complete a set as he could collect of all documents from the 15th to the 53d Congress, and then numbering them serially from 1 to 3344, used these serial numbers in the useful *Checklist of Public Documents* issued from the Superintendent of Documents Office in 1895. Since that time the Government Printing Office has indicated serial numbers on its labels and most large depository libraries have gone back and labeled such of the first 3344 volumes as they own and placed them on their shelves in serial order (which is of course chronologic order as well).

ARRANGEMENT IN DEPOSITORY LIBRARIES

Serial number. The first impulse in a depository library is to arrange by serial number, oversized books separately. This secures regular sequence of the four series into which the documents of each Congress are divided, i. e. Senate documents and reports and House documents and reports, but it separates all the volumes of every department set. The larger depository library will probably find it most useful to get, in addition to the congressional set, all the department documents also and then maintain one complete,

unbroken serial number arrangement of the congressional documents and as complete sets as possible of all the department editions, duplicating in large measure the congressional series, but justifying this duplication by ease in consulting a set shelved all together. I heartily believe that any depository library of, for example, over 20,000 volumes will find it most convenient to follow this plan, but my own choice for their arrangement would be to classify each set like sets of any other class of books and shelve them with the other books on the same subjects; in short, to scatter the duplicate sets by subject through the library.

Combination of serial number and dummy. I said above that any library of over 20,000 will find it most convenient to maintain this second set. This, however, is expensive of time, shelving, care, and often of money, and there are two ways by which it may be avoided. To accomplish this I recommend strongly:

1 That sets (e. g. Consular Reports, bulletins of Geological Survey, etc.) be separated from the serial set and dummies substituted marked on the back with serial numbers and on one side with call number and location of the volume removed. Or,

2 That the serial set be left intact, but all sets and continuations catalogued, giving volume or year of each volume owned, followed by its serial number thus: v.1, 1898, serial no.4261; v.2, 1899, serial no.4420.

The first way is preferable. Check the government *Checklist* and put in it the call number of all documents taken from the serial set and classified elsewhere.

Proposed "library edition" and its effect. A proposition in Senate bill 4261 of the 57th Congress, 2d session, has been for two or three years urged on Congress and recommended by the Superintendent of Documents. Its details are given by the American Library Association committee on public documents in its report for 1902 (*Library Journal*, July 1902, 27:C92-96, or American Library Association, *Papers and Proceedings*, 1902, p.92-96). Under its provisions the principal documents would reach the depository libraries within a few weeks of their issue. This proposed plan of a special "library edition" involves the discontinuance of the sheep set as it is proposed in an amendment to bill 4261 to bind the "library edition" in half morocco, but it does not mean the abolition of the system of arranging congressional documents by serial numbers, which would be assigned to the "library edition" just as they now are to the sheep-bound volumes.

ARRANGEMENT IN NONDEPOSITORY LIBRARIES

Serial number. For purposes of arrangement and classification remainder and geologic depositories will here be considered nondepositories as the number of books received by them is comparatively small. No nondepository library under 20,000 volumes should ever undertake a serial number arrangement of government documents. In the first place, it is becoming more and more difficult to get complete sets even of the later numbers, and in the second place, not all of them are to be desired even if they were obtainable. If a small nondepository library should fall heir to a nearly complete set of congressional documents the wisest thing it could do would be to select the volumes needed to fill out such government sets as, after careful thought, it had decided to maintain, and then sell or exchange all the others. Even after a nondepository library exceeds 20,000 volumes it will in most cases be very questionable whether it is wise to try to collect more than a few department sets which seem most useful. In case of doubt the factors that should decide are: Is there a depository library in the same town, or near the town? How large is the town and how large is it likely to become? and specially, How large is the library and how large is it likely to become? The idea is wrong that every little library will some day be a big one. This is no more true than that every little suburban grocery store will some day be a big emporium.

Subject arrangement. How, then, should a small nondepository library arrange and classify such government documents as it decides will be useful to it? It should pass over the serial number entirely and classify each set and each independent volume just as if it were not a government document, thus keeping all books on the same subject together. This point is of greater importance in a small library, perhaps in any library, than an isolated arrangement of the government documents. The plan of classifying these right in with the rest of the books takes for granted competent and accurate cataloguing because by so classifying them the serial number is thrown to the winds and all government arrangement entirely disregarded. Of course if it is found or felt that it is sometimes going to be convenient to know just what serial numbers the library does contain the information may be given by marking the call numbers assigned to the books opposite the serial numbers in a copy of the government *Checklist*.

PROBLEM IN A SMALL LIBRARY

As to the practical problem of most small libraries, select all of the 19 sets previously recommended or such of them as you are sure

you want. Get as full sets as possible and be vigilant and energetic to make them complete. Classify and catalogue them. Return all others, or if a little doubtful about the wisdom of returning them, wait to see if any use for them arises.

UNBOUND DOCUMENTS: CONTINUATIONS AND NONCONTINUATIONS

When pamphlets continue regular sets, enter them on the periodical check list, mark the full call number on the upper left corner of each and put them in pamphlet boxes just after the bound volumes of the sets. Never accession pamphlets. Wait till they are bound and then accession the bound volume. When pamphlets do not continue regular sets and are not likely to appear later in bound form, two courses are open:

1 Bind at once if they are large enough and valuable enough to justify the cost.

2 Treat them like any other pamphlets; i.e. put *class number only* in upper left corner and send to shelves for storage in pamphlet box for that class.

It is impossible to give in detail here the different peculiarities of many of the government serials in matters of original issue, e.g. what series or documents are issued only in pamphlet form, what ones the government binds, in what various forms, and how bound copies of these may be obtained. This comes only from experience.

CATALOGUING

REFERENCES

- Hasse, A. R. United States Government Publications; a handbook for the cataloger. pt 1-2, Q. Bost. 1902-3
 N. Y. (State)—Library. Documents: United States. (*see its* Bibliography bulletin 36: Selection of Cataloguers Reference Books in New York State Library. 1903. p.290-96)
 U. S.—Documents, Sup't of. Author Headings for United States Public Documents. 21f.O. Wash. 1903
 ——— Checklist of Public Documents. Ed.2 enl. 222p.O. Wash. 1895

RELATION BETWEEN CATALOGUING AND CLASSIFICATION

Cataloguing is so intimately related to classification and this is so emphatically true with government documents that it is difficult to treat the two topics entirely apart. Indeed, questions of cataloguing have already been somewhat touched on.

The principle underlying the relations between cataloguing and classification, as well known, is to make one supplement the other; never duplicate work or information in cataloguing which the classification already supplies. This point may be emphasized by recurring to a previous illustration. If the serial number arrange-

ment in the government documents be preserved, then let the cataloguing furnish the data and information which will resolve the serial order into department sets; not actually do this, of course, in a physical sense, but if the catalogue cards be written so as to show what volumes of a certain set the serial set contains and so as to indicate under which serial number each volume may be found, the classification is very effectively supplemented by the cataloguing.

On the other hand, if the documents be wisely distributed by sets and subjects, and it is found convenient to have a record of their serial numbers, a card may be made for the catalogue, listing them by serial number, unless it is possible to get a copy of the government *Checklist* in which to indicate the serial number holdings.

AUTHOR HEADING

Reference has been made to the importance of an intimate knowledge of the organization of our government and of the different duties and functions of the various offices. This knowledge is of equal importance in cataloguing the documents, and much of the blind and inaccurate work in this department of cataloguing is due to lack of a clear understanding of the political and historical relations between the documents themselves and the bodies responsible for them; between government documents and government authors.

Inversion or noninversion

The chief point of difficulty in cataloguing government documents in all libraries is the form of author heading. In the case of author headings for individuals the best cataloguing is that which uses the form, provided it be correct, which will be first looked for by the most users, and other forms of the same name (because they are likely to be looked for by a few) are inserted as reference entries. This presumes on a considerable public use of card catalogues and the presumption is well grounded, for despite the fact that they are a tiresome mystery to many, the public does learn to make large use of an alphabetic author or subject catalogue.

In the case of author headings for government documents, however, it may safely be said that they are not used by one in a thousand or in several thousand, outside the library staff, so that the chief considerations in selecting them are the convenience of the library staff and uniformity in the individual library and with the best practice in other libraries. To use a familiar example, the Bureau of Education is a bureau of the Department of the Interior. Shall the author heading used in the cataloguing of the report of the

Commissioner of Education be

U. S.—Dep't of the Interior, Bureau of Education

U. S.—Interior, Dep't of the—Education, Bureau of

U. S.—Bureau of Education

U. S.—Education, Bureau of

If either of the first two be adopted it results in a congestion of cards under the name of each department and it also means that every user of the catalogue must know to what department every government bureau, division, section or office belongs. Such knowledge is palpably unreasonable and impossible and entry under department for publications by specific bureau has practically been abandoned. There still remains the choice between the last two forms, or, as it is technically termed, the question of inversion. The plea for using the full, accurate, uninverted form is that no tampering, twisting or distorting should appear in the author heading. The arguments for the inverted form discard sentiment and cleave to utility. A brief summary is herewith submitted of reasons advanced in support of each one of the two systems.

Against inversion

1 Uncertainty as to the word under which the entry is made; difficulty in arriving at uniform decisions in regard to same; great danger of inconsistency and confusion in entries and additional time and expense involved when this method is followed.

2 Awkwardness of headings.

3 The decided inferiority of any arbitrary method to the simple rule of entering under the first word, as proved by the experience of libraries which have applied such to title entries.

4 Inversion tends to confuse the functions of the author and the subject catalogues.

5 The cards printed with some inverted form of heading can be used only by libraries that follow that particular form. This method is therefore specially objectionable when applied to catalogue cards printed for general use.

In favor of inversion

1 If any form of heading for cards radically different from that used in the *Document Catalogue* (which can not be legally changed by the Superintendent of Documents) should be adopted, a lack of harmony would thereby necessarily result.

2 In spite of the constant changes which take place in the official names of the United States and state officers, the users of the catalogue would always be able to find the entry at once by looking under the distinctive word and would not be annoyed by a cumbrous system of cross references.

3 Most of the libraries of this country use the inverted form and the majority of the library schools teach it.

4 It brings entries of a like character together under the significant word of the heading.

5 It does not require technical knowledge of the organization of government departments on the part of the public who use the card or printed catalogue. This is the most important point of all, as not one person in a hundred, outside of the library staff, would know whether the office is a bureau, division or department, but would look first under the distinctive word.

This important question of inversion was considered by a committee of the Association of Departmental Librarians of Washington D. C. The committee consisted of the Superintendent of Documents, the head cataloguer of the Library of Congress and the librarian of the Geological Survey. A majority of the committee reported against inversion and in favor of the third form of the headings given above. This report and its recommendation were then referred to the American Library Association catalogue section at its meeting at Niagara in June 1903, where the committee's recommendation against inversion was considered and voted down, thus recording the American Library Association as favoring the inverted form.

While these steps were being taken a committee of the American Library Association was at work assisting the Publishing Board in the revision of the A. L. A. code of catalogue rules. This committee (I quote a member of it verbatim) "was inclined to use the uninverted form but the Niagara meeting rather checked the easy flow of its convictions. The committee, in presenting its report to the Publishing Board left that rule among the doubtful points. The board then decided (in October 1903) on the uninverted form, contrary to the action of the Niagara meeting, because the arguments were stronger for that form and because the Library of Congress intends to use it. The adoption of noninversion does not make the library preferring the inversion change its practice, for it can practically attain that result with an uninverted heading by underlining the word which it chooses for alphabetizing, while the large libraries can not obtain the uninverted form by any such simple device if the card is printed in inverted form."

This decision was evidently reached or forced because the Library of Congress stood out for noninversion and would hear to nothing else, and it does not seem to have been agreed to by the Superintendent of Documents, who decided to issue printed catalogue

cards for certain documents and who in 1903 published a 21-leaf pamphlet entitled *Author Headings for United States Public Documents*, in which the inverted form is used throughout. It seems a pity to have the two government cataloguing offices disagree on this question.

My own preference is and has always been for the inverted form, though admitting the force of some of the reasons against it, e.g. uncertainty as to word of entry (remedied by list referred to above printed by the Superintendent of Documents), awkwardness (admitted, but offset by greater utility), tendency to confuse functions of author and subject catalogues (an objection without force as the tendency is good rather than bad).

Another alternative intended to enable those who prefer the inverted heading to use the printed catalogue cards with uninverted form is that adopted by the Massachusetts Library Club, the Massachusetts State Library and the A. L. A. Publishing Board, and consists of printing in italics that word in the author heading which would be used in alphabetizing by the library preferring inversion.

Selected author headings

Most important headings are starred

***U.S.—Agriculture, Dep't of**

Album of Agricultural Graphics

Album of Agricultural Statistics

Annual Report of the Secretary

Farmers' Bulletin (Main ? card under title)

Reports and special reports

Yearbook. (Make title card)

All publications issued by the department not bearing the name of any of its bureaus, divisions or offices

U.S.—Agriculture, Dep't of—Library

Bulletin

U.S.—American Republics, International Bureau of the, *see

International Bureau of the American Republics

Not a government office.

***U.S.—Animal Industry, Bureau of**

Annual Report

Bulletin

Circular of Information

U.S.—Anthracite Coal Strike Commission

Report iv. 1903

No more published.

U.S.—Biological Survey, Division of

Bulletin

Circular

North America fauna**U.S.—Botany, Division of**

Now united with the Bureau of Plant Industry.

Bulletin

Circular

Contributions from U. S. National Herbarium

Refer from U.S.—National Herbarium.

Illustrations of North American Grasses

Report of the Botanist

Extract from Report of Secretary of Agriculture

***U.S.—Census, 12th, 1900**

Bulletin

Final Report. 10v.

Statistical Abstract

U.S.—Chemistry, Bureau of

Refer from U.S.—Chemistry, Division of.

Bulletin

Circular

Report

***U.S.—Civil Service Commission**

Report

U.S.—Coast and Geodetic Survey

Annual Report of the Superintendent

Bulletin

Catalogue of Charts

Coast Pilots

Notice to Mariners

Special Publications, 1-7

Tide Tables

***U.S.—Commerce and Labor, Dep't of**

Annual Report of the Secretary

U.S.—Comptroller of the Currency

Annual Report

Bulletin

Decisions

***U.S.—Congress**American Archives (or under title; see Hasse, *United States Government Publications*, 2:8-9)American State Papers (or under title; see Hasse, *United States Government Publications*, 2:17-19)

Annals of Congress (or under title)

See *Document Checklist* to know what forms a complete set.

Congressional Directory (or under title)

Congressional Record (or under title)

Memorial Addresses

Revised Statutes

Bills, acts and slip laws (which are merely the earlier stages of legislation) are similarly catalogued but are rarely sent to libraries.

Session Laws

Statutes at Large

U.S.—Congress—House

Refer from U.S.—House of Representatives.

Documents

Journal

Reports of committees with name of committee, inverted, after heading thus: Agriculture, Committee on

U.S.—Congress—Senate

Refer from U.S.—Senate.

Same titles as House

The office of the Superintendent of Documents uses U.S.—Congress; U.S.—House of Representatives, and U.S.—Senate for the three headings immediately above and enters congressional committees directly under the name, e. g. U.S.—Agriculture and Forestry, Committee on (Senate). This scatters the cards for publications of Congress as a whole, its branches and committees. In support of the differing practice recommended in the present list may be cited Cutter's *Rules for a Dictionary Catalog*, 1904, section 90, and the practice of the Library of Congress.

***U.S.—Documents, Sup't of**

Annual Report (when in separate form)

Catalogue of United States Public Documents

Check List, ed. 1-2

No more published.

Comprehensive Index

Consolidated Index

Tables of and Annotated Index to the Congressional Series

***U.S.—Education, Bureau of**

Annual Report of Commissioner

Circular of Information

U.S.—Entomological Commission

Annual Reports 1-5, 1877-87

No more published.

Bulletin

No more published.

***U.S.—Entomology, Division of**

Bulletin

Bulletin; technical series

Circular

Insect Life. 7v. (Main? card under title)

No more published.

Periodical Bulletins

Report

Extract from report of Secretary of Agriculture.

Special Bulletins

***U.S.—Ethnology, American, Bureau of, *see* Smithsonian Institution—Ethnology, Bureau of American**

***U.S.—Experiment Stations, Office of**

Bulletin

Circular

Experiment Station Record. (Main? card under title)

Report

***U.S.—Fisheries, Bureau of**

Bulletin

Fisheries and Fishery Industries

Report

U.S.—Foreign Markets, Division of

Bulletin

U.S.—Forestry, Bureau of

Refer from U.S.—Forestry, Division of (old name).

U.S.—Geographic Names, Board on

Bulletin

Decisions

Report

U.S.—Geographical and Geological Survey of the Rocky Mountain

Region, J: W. Powell in charge

Secondary card under Powell.

Contributions to North American Ethnology. (Make title card)

No more published.

Report

No more published.

U.S.—Geographical Surveys West of the 100th Meridian, G: M.

Wheeler in charge

Secondary card under Wheeler.

Maps

No more published.

Report

No more published.

Unclassified publications

No more published.

U.S.—Geological and Geographical Survey of the Territories, F. V.

Hayden in charge

Secondary card under Hayden.

Annual Report. 12v.

No more published.

Bulletin

No more published.

Miscellaneous Publications

No more published.

**U.S.—Geological Exploration of the 40th Parallel, Clarence King
in charge**

Secondary card under King.

Report

No more published.

Bulletin 222 (1904) of the U.S. Geological Survey gives a complete list of the publications of these four surveys.

***U.S.—Geological Survey**

Annual Report

Bulletin

Geologic Atlas of the United States

Mineral Resources of the United States

1898-1900 form part of annual report but 1900-date are again published separately.

Monographs

Professional Papers

Topographical Maps

Water Supply and Irrigation Papers

U.S.—Government Printing Office

Report

U.S.—Indian Affairs, Office of

Report of the Commissioner

***U.S.—Industrial Commission**

Report. 19v.

No more published.

U.S.—Insular Affairs, Bureau of*U.S.—Interior, Dep't of the**

Decisions in Appealed Pension and Bounty Land Claims

Official Register of the United States

Register of the Department

Report of the Secretary

U.S.—Internal Revenue, Commissioner of

Report

***U.S.—Interstate Commerce Commission**

Annual Report

Decisions, Report and Opinions

Proceedings of Conference of Railroad Commissioners

Statistics of Railways

***U.S.—Labor, Bureau of**

Annual Report of the Commissioner

Bulletin

Special Reports

U.S.—Land Office, General

Circular

Decisions of Department and General Land Office
Report of the Commissioner

***U.S.—Library of Congress**

Catalogues

Report of the Librarian

Subdivide further by adding names of divisions thus, U.S.—Library of Congress—Catalogue Division.

***U.S.—Mint, Bureau of the**

Report

Report on the Production of Precious Metals

U.S.—National Academy of Sciences, *see* National Academy of Sciences

***U.S.—National Museum**

Annual Report

Bulletin

Proceedings

The museum being a part of the Smithsonian Institution strict cataloguing would prescribe the heading Smithsonian Institution—National Museum, but the best cataloguing practice allows the above form.

U.S.—Naval Observatory

Observations

Report of Superintendent

Washington Observations. (Make title card in large libraries)

U.S.—Navigation, Bureau of (Navy Dep't)

List of Merchant Vessels

There is also a bureau with this name in the Department of Commerce and Labor.

U.S.—Navy Dep't

All publications not distinctly credited to or issued by a bureau or minor office of the department

U.S.—Ornithology and Mammalogy, Division of, *see* U. S. Biological Survey, Division of

U.S.—Paris Universal Exposition (date) Commissioners

Reports

***U.S.—Patent Office**

Alphabetic List of Patentees

Annual Report of Commissioner

Decisions of Commissioner

Official Gazette. (Make title card)

Specifications and Drawings

***U.S.—Pensions, Bureau of**

Annual Report of Commissioner

List of Pensioners on Rolls

***U.S.—Philippine Commission, 1899–1900**

Report. 4v.

No more published

U.S.—Philippine Commission, 1900—**U.S.—Plant Industry, Bureau of**

All publications not specifically credited to one of the three divisions of this bureau

***U.S.—Post Office Dep't**

Annual Report

Official Postal Guide. (Perhaps main entry under title, certainly a title card)

U.S.—President

Messages to Congress

***U.S.—Public Road Inquiries, Office of**

Bulletin

Circular

U.S.—Publications, Division of

Bulletin

Monthly List

U.S.—Soils, Bureau of

Succeeds the Division of Agricultural Soils.

***U.S.—State, Dep't of**

Foreign Relations of the United States

Treaties and Conventions. iv. 1876. (Make title card)

No more published.

***U.S.—Statistics, Bureau of (Dep't of Agriculture)**

Circular

Crop Reports

Miscellaneous Bulletins

Miscellaneous Reports

Report of Statistician

***U.S.—Statistics, Bureau of (Dep't of Commerce and Labor)**

Exports Declared

Foreign Commerce and Navigation

Monthly Summary of Commerce and Finance (Make title card)

Statistical Abstract of the United States

Consular Reports. (Make title card)

Special Consular Reports

Commercial Relations of the United States

Till July 1, 1903, these last three titles were published by the State Department.

***U.S.—Treasury Dep't**

Annual Report of Secretary

Report on Commerce and Navigation

Report on the Finances

Synopsis of Decisions

***U.S.—War Dep't**

Annual Report of Secretary

Drill Regulations

Manuals and Tactics

Official Army Register

Rebellion Records

Now complete. About 163v.

All publications not distinctly credited to a subordinate bureau or office

***U.S.—Weather Bureau**

Annual Report of Chief

Bulletin

Monthly Weather Review. (Main ? card under title)

Weather Crop Bulletin

Weather Maps

It will be profitable to compare this list with the pamphlet on author headings issued by the Superintendent of Documents. The latter includes only headings for departments which actually existed at the date of printing (1903). The list given above includes some commonly used headings for commissions, surveys, departments etc. not now in existence. The chief claim of this list to usefulness is in its enumeration of some of the most important publications which should be catalogued under each heading, thus enabling the cataloguer to identify more easily the proper heading for a document or set of documents immediately in hand. In the Superintendent of Documents list, however, merely the headings are given, with no indication whatever as to sets to be catalogued under them.

Importance of uniformity

Headings for departments and bureaus not covered by this list may be added by getting exact names from the *Congressional Directory* or the Superintendent of Documents, the *Comprehensive Index, Additions Bulletin* 3 of the New York State Library, or the *Peabody Catalogue* for older headings, but an official list should be kept in or out of the catalogue of the headings used and should be followed. Do not be alarmed if the next library met with does another way. Consult your catalogue or official list of government headings for every document entered under U.S. Do not let the bulletins or monographs of the Geological Survey be entered, for example "U.S.—Geological Survey," which is right, then later, "U.S.—Interior, Dep't of the," then, "U.S.—Interior, Dep't of the—Geological Survey."

In cases of doubt the entry should always take the form of the official name of a bureau, office, department, division etc. not of an officer or individual. When departments, bureaus or offices have had varying names, adopt the present form with references from all other forms you know of and future forms as they appear, but do not try to follow changes with full cataloguing. Adopt one form only, make all your main entries under that form and take care of all others by references. To emphasize the futility and impossibility of taking anything except the present form for the bureau, division or office, the Department of Agriculture may be cited, which was at first a subdivision of the Patent Office, which itself was a subdivision of the Department of State. The Department of Agriculture was transferred to the Department of the Interior in 1849 but its reports were printed in the Patent Office reports till 1862; then the office of Commissioner of Agriculture was created, lasting till 1889, when under the title "Department of Agriculture" it became an executive department (*Library Journal*, Mar. 1901, 26:152).

A word here about a form of cross reference not commonly made, perhaps, but very useful. As stated above, the public will make little use of the U.S. headings but occasionally there comes a man who wants reports of the Interstate Commerce Commission, Industrial Commission, Consular Reports, *Messages and Papers of the Presidents*, the *Congressional Directory* etc. He never thinks of looking under U.S. for these things. Whenever a person comes to you for help after having vainly searched under some such perfectly sensible heading as these, make the necessary reference or title cards, giving call number, not merely referring to some other card for it.

So much for the author heading. For the title you will of course follow the title-page, introducing the author's name if it be a monograph and you intend to make a secondary card for the author. For the body of the card, showing in cases of serials what volumes you have, what years covered etc. the same rules may be followed as for other serials and continuations. There is nothing uncommon in the imprint, and subject cataloguing is quite apart from the present purpose.

COMPLETE SETS

In cataloguing government documents it is always desirable and frequently difficult to ascertain just what volumes are required to form complete sets and just where and how such volumes were published. It is this work, frequently very intricate and perplexing, that takes so much time. In a way it is not so important for

smaller libraries; they may merely catalogue what they have, but if a library is (as it should be) constantly trying to complete such sets as it has decided are of value to it, it becomes necessary to know what volumes are required. Space will not permit of treatment of this subject in detail, but the list of department indexes [p. 65] will often help to determine such questions.

Helps in cataloguing. A selection of check lists useful to cataloguers in this connection, and covering not only the documents of the general government but those issued by special departments and bureaus, is found in Bibliography Bulletin 36 of the New York State Library, p.290-96. The only item on this list which will be mentioned here is Miss Hasse's *United States Government Publications*. The author, one of the chief authorities on the subject in the country, is publishing through the Library Bureau a handbook for cataloguers of government documents, with which every one of them should become intimately acquainted.

This work, to be complete in four parts, treats of the United States government publications only, but includes as such the publications of the states and cities, so that only 35 or 40 pages of each of the two parts now printed relate to the cataloguing of the documents of the United States government proper. While this work is one that is of interest and value to all workers with government documents, its chief usefulness will be to larger libraries. This estimate may need to be qualified when parts 3 and 4 appear, as they will deal with the executive departments, government institutions and government serials, under which heads falls most of the matter of the greatest interest to smaller libraries. To those who have access to it, I would specially commend the preface to part 1 and the descriptive introductory matter before each of the three sections on "Constitutions," "Statutes" and "Treaties." The inverted form of heading is used in the sample cards but the period instead of the dash after U.S.¹

Again, in part 2 the exhaustiveness and detail will put it almost beyond the pale of greatest usefulness to smaller libraries. I do not agree with the use of U.S.—Statutes and U.S.—Treaties as author headings, preferring U.S.—Congress and U.S.—State, Dep't of, as given in our list. The two headings used by Miss Hasse are much more in place in the subject catalogue.

There is no need of cataloguing separately the subseries of the congressional set, as Miss Hasse recommends on page 24-28 of part 2, showing holdings of Senate Documents, Senate Reports, House

¹ For further notice of this work see *Library Journal*, June 1902, 27: 340-41.

Documents and House Reports; your *checklist* accurately checked will do this. Depository libraries should continue the *checklist* by adding in manuscript a record of volumes of the congressional set received since serial no. 3344, till a new check list is issued by the Superintendent of Documents. This may also be done by removing the few pages headed "Schedule of volumes" at the end of each volume of the *Consolidated Index* and inserting them in the *Checklist*.

ANALYSIS

Analysis is always a question of time, money and the particular subjects of special interest or study in the individual library; e. g. local history, American education, etc. Do not duplicate analytic work, e.g. the *A. L. A. Index to General Literature* indexes the *Circulars of Information* of the Bureau of Education, the *Bulletins* and *Reports* of the Bureau of Labor, the *Consular Reports* and the *Reports* of the National Museum. The American Library Association Publishing Board, 10½ Beacon st. Boston, has printed excellent analytic cards with suggested subject headings for the *Annual Reports*, *Contributions to Knowledge*, and *Miscellaneous Collections* of the Smithsonian Institution; the *Bulletins* and *Proceedings* of the National Museum; the *Annual Reports* of the Bureau of Ethnology; the *Bulletins* and *Monographs* of the Geological Survey and the reports of several of the western geological and geographical surveys; the *Circulars of Information* of the Bureau of Education and the *Annual Reports* of the American Historical Association. When these cards can no longer be supplied by the A. L. A. Publishing Board or when it has discontinued cards for the current numbers the Library of Congress can usually supply analytic cards for the above sets and for many others. The Department of Agriculture library analyzes all serials from that department on both I and P size cards with suggested subject headings, but it can furnish cards only in complete sets. The analytic cards for the *Farmers' Bulletins* and the *Yearbook* are so valuable that in some libraries it would be worth while to take the whole set if it could be got free.

The Superintendent of Documents is now prepared to furnish printed cards to depository libraries only with documents regularly sent to them, under the following conditions:

No cards will be furnished for (1) annual reports, (2) annual or serial publications, (3) documents or reports relating to private claims or analytic entries, except numbered documents of more than 15 pages in the volumes of the congressional set. The first

lot of these cards was issued in duplicate and enough copies were furnished of each to permit putting one card in the catalogue for each subject indicated. They were thus convenient and useful in making available the matter contained in the publications, but since the first shipment or two, only one card has been sent out for each publication, presumably to be used for the author heading, which in the case of government documents is likely to be the least useful, and the library must make all subject cards if it desires to catalogue the document thoroughly. It is difficult to understand why this policy has been adopted when the cost of extra cards would be merely nominal, the type being already set up. The practical result of this method of furnishing cards is that as the libraries can not afford the time to make the extra subject cards, it will hardly seem worth while to prepare them as indicated, and consequently the cards sent out by the Superintendent of Documents will not be used, or if used will certainly not be as useful as they might be if furnished in duplicate at a very slightly increased expense for printing. The extra cost of furnishing the subject cards would be nothing compared to the benefit to libraries and the public.

MAIN ENTRY UNDER PERSONAL NAME

This form of entry is very rare; examples of it are Bowditch' *American Practical Navigator*; Heitman, *Historical Register and Dictionary of the United States Army*; and Hermann, *Louisiana Purchase*. That main entry under personal name is rare does not mean that such secondary entries are also rare. On the contrary, in all intelligent cataloguing of government documents, these should be numerous, but the main entry will be under U.S. whenever it is possible to assign the document in hand to a particular office, bureau or department. It is probably entirely safe to say that no document which is evidently a continuation or serial will ever call for main entry under personal name.

It has been brought to my attention in this connection that the Peabody Institute and Miss Hasse enter the reports of the Powell, Wheeler, Hayden and King government exploration parties under these personal names as main entry. It may not matter abstractly with these and similar exploring expeditions whether the main entry is U.S. or the personal heading, so long as there is a secondary entry under the other form (and it may be a profitless splitting of hairs to argue the question) but as these expeditions were government enterprises, authorized by act of Congress with expenses paid by the government, and the United States, not the individ-

uals, responsible for them, it seems an impropriety to use anything but the U.S. heading for main entry, and the precedents quoted do not shake such conviction for a moment. The individual men in these cases were merely incidental to the expeditions; if they had died, the work would have gone on with other men in charge. There are conceivable cases where the choice of main entry is so well balanced that equally good cataloguers will differ in practice, but these exploring expeditions do not seem to furnish such examples and the principle set down above is the safe one to follow.

USE

REFERENCES

- Hasse, A.R.** How May Government Documents be Made More Useful to the Public? (*see* Library Journal, Jan. 1901, 26:8-13, and Public Libraries, Jan. 1901, 6:28-34)
- Kroeger, A.B.** United States Public Documents. (*see her* Guide to the Study and Use of Reference Books. 1902. Bp.61-63)
- Lane, L.P.** Aids to the Use of Government Publications. p.40-57, O. n.p.1900.
- Reprinted from the *Quarterly Publications* of the American Statistical Association, v.7, Mar.-June 1900.
- Mann, Margaret.** Government Documents. (*see* Public Libraries, Nov. 1899, 4:405-7)

Accurate and consistent classification and arrangement and the intelligent cataloguing of government documents, such as has been described and insisted on, will do very much to facilitate their easy use, but after all has been said, these processes are somewhat arbitrary and formal, and after the classifier and the cataloguer have done their best, there will still remain as the two chief means for attaining an efficient use of material for reference and reading (1) indexes, (2) personal familiarity.

INDEXES

It is not difficult to account for the very widespread positive feeling which has become almost an instinct with patrons of libraries and indeed with librarians themselves, that the documents of our government are such a trackless wilderness of disordered and random publications as to be beyond effective use except to serious and painstaking students of them. When we consider that for 100 years after the inauguration of our government there was absolutely no attempt at a general index; that it is only 20 years since Poore's first comprehensive catalogue (for 10 years the sole and notable pioneer in this field), that it is only 10 years since the *Checklist* gave us the serial numbers, and with them the only existing or even approximate statement of what constitutes a complete

set of congressional documents, that it is no more than five years since the *Monthly Catalogue* has been so arranged as to render its use easy in following current publications, it is readily understood why the tradition of unusableness which has stood for a century should be stubborn and persistent, and why many librarians should be fearful and reluctant to go behind these formidable leather backs.

The history of the issue and indexing of government documents is from the first a story of evolution and a record of experiments and of mistakes, but of steady though slow improvement. Our indexes are numerous and of widely different technical perfection and usefulness. They have come one by one with no definite plan for their correlation, with no systematic attempt to cover the whole field of knowledge. Each has its own peculiarities of arrangement, of workmanship and of scope, which must be intimately known to him who would get results from them.

An abstract, disconnected study of indexes themselves will profit little compared with genuine use of them for definite reference purposes. It is only by actual practice with them on real questions that the intimate knowledge comes—which makes possible easy, thorough and rapid use.

The references given at the beginning of this chapter are worthy in themselves but they should be only the starting point, as each is accompanied by a well chosen list of further references which will repay careful study. Always note separate indexes on the catalogue cards for the set indexed and so far as possible shelve them with the books, even if it is necessary to get a second copy for this purpose. Mention is made in the notes of the 19 sets recommended for small libraries whenever an index to any of them exists.

The following list of indexes is in three parts:

- 1 Indexes to early documents
- 2 General indexes, chiefly from the office of the Superintendent of Documents
- 3 Department indexes

As we are here concerned only with printed documents no notice will be taken of indexes and catalogues of the government archives or manuscript records.

1 Indexes to early documents

Arranged chronologically

Ford, P.L. Some Materials for a Bibliography of the Official Publications of the Continental Congress, 1774-1789. 57p.Q. Brooklyn 1888.

Reprinted from the *Bulletin* of the Boston Public Library.

Greely, A.W. Public Documents of the First 14 Congresses, 1789-1817; papers relating to early congressional documents. 903p.

O. Wash. 1900. (U.S.—Congress—Senate—56th Cong. 1st Sess. Doc. 428. Serial no.3879)

——— Public Documents of the First 14 Congresses. (see American Historical Association. Annual Report, 1903. 1:343-406)

Today the congressional documents in the sheepbound set for each session of Congress are clearly divided into the four series Senate and House Documents and Senate and House Reports, with separate volumes for the Journal of each body, and this division is made distinct and preserved for shelf arrangement by the careful work of the Superintendent of Documents in assigning a permanent serial number to each volume. In the early Congresses, however, apart from the journals, there was no clear cut line of demarcation and the separate printed documents and reports of Congress were brought together whenever convenient and bound under the caption "State papers." Congressional documents were issued as occasion required in all sorts of shapes and sizes, with separate pagination or unpagged and with no sequence or serial number whatever. Each house had a different printer, so that the same document often appears in different forms and sizes, while every member seems to have been a law unto himself in making up volumes.

The issues of congressional documents during the first 15 Congresses have never been completely determined, there is no admittedly complete list of the documents constituting a full set nor is there any complete or even approximately complete set of them anywhere. Many of the documents properly attributable to that period can be adjudged so only by internal evidence and their number, like that of incunabula, is constantly increasing as new discoveries are made. The Library of Congress (but not, however, till within two or three years) and the Boston Athenaeum have probably the best collections of these early government documents, while the Library of the Superintendent of Documents Office is using every effort to get together the most complete set in the country. Brig.-Gen. Greely, librarian of the War Department, spent some years in the attempt to compile a complete list, resulting in the 900 page volume of 1900. Gen. Greely tried to get or see a copy of every document named in it and the resulting collection has recently been transferred to the Library of Congress.

This was an important bibliographic work prepared after great study and with painstaking effort. Unfortunately it was almost entirely printed during the author's enforced absence from Washington and many obvious errors and duplications appear in it which are not attributable to him. A supplement, prepared by Gen. Greely, was issued in the *Report* of the American Historical Association for 1903 and is a welcome addition to the original list.

As this list merely described each separate document, it did nothing toward bringing order out of the original random methods of publication. These were in fact so noticeable and irritating to early students that in 1831 an act of Congress authorized the secretary of the Senate and the clerk of the House to compile and publish a selection of the most important of the documents of the first 13 Congresses. A later act, March 2, 1833, authorized a selection of documents down to the end of the 22d Congress. Accordingly 2464 documents were so chosen from 160 folio and octavo printed volumes, 80 manuscript volumes and from 100 large files of single documents preserved in the Senate record room. These were printed between 1832 and 1861 in 38 folio volumes under the title *American State Papers*. These volumes are roughly classified by subject under 10 main headings: Foreign relations, Indian affairs, Finances, Commerce and navigation, Postoffice department, Military affairs, Naval affairs, Public lands, Claims, Miscellaneous. This notable reprint, including heretofore unpublished material, while containing a few misprints and showing some traces of careless editing, is the most convenient form in which we have the documents of the first 22 Congresses and is of the highest historical value to students of American affairs.

The six volumes on *Foreign Relations* include important messages of the Presidents, some committee reports, but chiefly diplomatic correspondence; documents sent to the Senate and a few other documents from the files of the State Department, which had never been before the Senate. Dr A. C. McLaughlin in Publication 22 (1904) of the Carnegie Institution, examines into the extent to which all the diplomatic correspondence was printed in these six volumes. Other reprints of early documents have been made, which are listed in Greely's *Index*, p. 6-9.

What is needed is first a combined check list of all known collections or volumes of existing early federal documents and next a new, well edited reprint of some of these early out of print documents, so that the most important libraries could own as complete sets as possible. Then, but not before, will it be useful to think of indexes to the documents of the first 14 Congresses.

U.S.—Congress—House. Index to the Executive Communications made to the House of Representatives until the End of the 14th Congress; also an index to all the printed committee reports [Congresses 1-15]. 247p.O. Wash. 1824. (18th Cong. 1st Sess. Doc.163. Serial no.104)

A somewhat rare document. While it is of value and importance and is the earliest attempt at a minute index to government documents yet it is incomplete, specially with regard to Congresses 1-2. Its title excludes all mention of many important communications sent only to the Senate and it contains no records of any committee reports prior to the 3d Congress, 2d session, 1795. The references are too brief and do not reveal or indicate the nature and contents of the documents listed.

An index to reports of committees from the 1st to the 15th Congresses, 1789-1819, is mentioned by T. F. Gordon on page 2 of House Document 46, 28th Congress, 2d session, as in 60 pages and is characterized as vague and worthless.

——— Index to the Executive Communications and Reports of Committees, made to the House of Representatives, Dec. 3, 1817-Mar. 3, 1823, 15th, 16th and 17th Congress. 103p.O. Wash. 1823.

Not in the congressional set.

It is complex in arrangement and the alphabeting is careless and inexact. Gordon criticizes the work as vacuous and uncertain.

——— A Digested Index to the Executive Documents and Reports of Committees of the House of Representatives from the 18th to the 21st Congress. 152p.O. Wash. 1832.

Not in the congressional set.

A useful and meritorious attempt at a properly digested index. It is in one, not several, alphabets, and in many cases information as to the contents of documents is noted. The index to committee reports is the poorest part.

——— Index to the Executive Documents and Reports of Committees of the House of Representatives, from the 22d to the 25th Congress, both included, commencing Dec. 1831, and ending Mar. 1839. 380p.O. Wash. 1839. (Serial no.350)

Best of the early indexes. An extended comment on this index and an explanation of an interesting plan for a proposed improved index to public documents is given in the 28th Congress, 2d session, House Document 46, in serial no. 464.

——— Consolidated Index of the Executive Documents of the House of Representatives from the 26th to the 40th Congress. 393p.O. Wash. 1870. (40th Cong. 3d Sess. House Misc. Doc. Serial no.1387)

——— Consolidated Index of the Reports of the Committees of the House of Representatives from the 26th to the 40th Congress. 158p.O. Wash. 1869. (40th Cong. 3d Sess. House Misc. Doc. Serial no.1386)

McKee, T. H. Indexes to Reports of Committees of the U. S. Senate and House of Representatives from the 14th Congress, 1815, to the 49th Congress, 1887. 2v.O. Wash. 1887.

Separate volumes for Senate and House. By joint resolution July 29, 1886, Congress directed the joint committee on printing to collect and bind for each standing committee of both houses complete sets of its reports, each set provided with an index. Of the indexes bound separately Lowdermilk says only 80 copies were printed and in 1893 he sold the two volumes, bound, for \$25. Information given is the Congress, session and number of the report, which enable one to run down the report in the congressional set, though the further item of "Volume" given in McKee refers only to the volume number of the sets specially compiled for the committees.

Ordway, Albert. General Index of the Journals of Congress from the 1st to the 16th Congress inclusive, being a synoptical subject-index of the proceedings of Congress on all public business from 1789 to 1821 with references to the debates, documents and statutes connected therewith. 2v.Q. Wash. 1880-83. (U.S.—Congress—House—46th Cong. 2d Sess. Rep't 1776 and 47th Cong. 1st Sess. Rep't 1559. Serial no.1939 and 2071)

Very valuable but restricted in scope, covering only public business.

——— General Personal Index of the Journals of Congress from the 1st to 16th Congress inclusive, being an index of the personal record of members of Congress from 1789 to 1821. 2v.Q. Wash. 1885-87. (U. S.—Congress—House—48th Cong. 2d Sess. Rep't 2692 and 49th Cong. 1st Sess. Rep't 3475. Serial no.2331 and 2446)

Greely says "only fairly satisfactory and far from complete."

Church, A. W. & Smith, H. H. Tables showing the Contents of the several Volumes comprising the Annals of Congress, Congressional Debates, Congressional Globe, Congressional Record, Statutes-at-large, U.S. Supreme Court Reports and succession of Supreme Court Justices; arranged by Years and Congresses. 29p.O. Wash. 1892.

U.S.—Congress—Senate—Library. Important Serial Documents published by the Government and how to find them; prepared by A. W. Church and J. M. Baker, 1896. 91p.O. Wash. 1897. (54th Cong. 2d Sess. Senate Doc.103. Serial no.3470)
A new edition was published in 1901 under the following title.

—— Finding list to important Serial Documents published by the Government, in the library of the United States Senate; prepared under the direction of C. G. Bennett by J. M. Baker. 281p.O. Wash. 1901. (56th Cong. 2d Sess. Senate Doc. 238. Serial no. 4043)

A new edition of the preceding.

Useful as continuing the *Checklist* to 1900; would be more useful if it gave serial numbers. Contains some information not in the *Checklist*, e. g. a list of United States Supreme Court reports and a chronologic list of the contents of the *American State Papers*, with references to series but not to volumes.

2 Indexes chiefly from the Superintendent of Documents Office

Arranged chronologically

Poore, B: P. Descriptive Catalogue of the Government Publications of the United States, Sep. 5, 1774–Mar. 4, 1881. 1392p.sq.F. Wash. 1885. Sup't of Documents. (Serial no. 2268)

This was the pioneer index to government documents. It is a monumental 1392 page double column, fine print quarto volume. It was years in making, cost thousands of dollars and while its technical construction is poor and it is difficult to use, it was absolutely alone in its field from 1881 to 1895. It is designed to include every document that the compiler could get his hand or his eye on, whether in the congressional set or not. Much sport is made of the ponderosity and perplexities of Poore, but the index was a great boon for 10 years after publication, is a work of very commendable zeal and industry and may even yet be consulted with profit.

The main body of the work is a list of brief entries arranged chronologically under subject headings printed in bold type. The index of authors and subjects refers to the page only in the body of the work and is very incomplete. The catalogue was compiled under conditions so unfavorable to intelligent work that its completion in any form merits the gratitude of all workers with government documents, while from its range of time it necessarily includes much that never has and never will appear in any other regular index.

To the small library which limits its collection of government documents to all or some of the 10 sets previously recommended, this index will be of little use, indeed of almost no use, as only two of those sets and of the 16 recommended single documents only the *Revised Statutes* date back to 1881.

Ames, J: G. Comprehensive Index to the Publications of the United States Government, 1881–1893. 2v.Q. Wash. 1905. (58 Cong. 2d Sess. House Doc. 754. Serial no. 4745–46.)

The long awaited index covering the gap between Poore and the *Comprehensive Index* (third item below). Follows the plan and scope of the earlier Ames Index (second item below) which it now wholly supersedes. A detailed personal index adds to the usefulness of the volumes.

Bowker, R: R. United States Government Publications, Jan. 1, 1881–June 30, 1895. (see *American Catalogue*, 1876–95; Subject Alphabet appendixes)

This list of government documents is merely a checklist of publications issued by the different departments and bureaus of the government. It is not an official catalogue in any sense. It is accurate so far as it goes, but very incomplete. There is no subject index except in so far as the grouping by departments helps to trace a document by its subject.

Ames, J: G. Comprehensive Index of the Publications of the United States Government, 1889-1893. 48op.sq.Q. Wash. 1894. Sup't of Documents.

This index, prepared by the Chief of the Documents Office for the Department of the Interior, is designed to include not only the congressional set but all other documents, though it is very meager indeed as to the latter. Now wholly superseded by the Ames index noted just above.

U.S.—Documents, Sup't of. Catalogue of the Public Documents of the 53d-56th Congress and All Departments of the Government, Mar. 4, 1893-June 30, 1901. v.1-5,Q. Wash. 1896-1903.

Being the *Comprehensive Index*.

Contents: v. 1 Mar. 4, 1893-June 30, 1895
v. 2 July 1, 1895-June 30, 1896
v. 3 July 1, 1896-June 30, 1897
v. 4 July 1, 1897-June 30, 1899
v. 5 July 1, 1899-June 30, 1901

A straight dictionary catalogue of authors and subjects. These volumes, prepared according to the provisions of the printing law of 1895, are models of complete, clear, accurate and intelligent cataloguing. The annual reports for all departments of the government are carefully analyzed. This is a minute, complete key to the great storehouse of information printed during each congressional session and includes not only the documents found in the congressional set but those printed independently by the different departments. It is essential to every library and should be supplemented by the *Monthly Catalogue* [p. 64]. The *Comprehensive Index* is supplied free to all depository libraries and will be sent to others by the Superintendent of Documents at 75c each for the first three volumes and \$1.35 each for volumes 4 and 5.

—Tables of and Annotated Index to the Congressional Series of United States Public Documents. 769p.sq.Q. Wash. 1902.

Pt 2 of a "complete list of the publications of the United States government, known to have been printed," to be published in three parts and then consolidated into one volume with a general index.

Pt 2 covers the documents of the 15th-52d Congresses; pt 1 is to cover those of the 1st-14th Congresses and pt 3 the reports and miscellaneous publications of the executive departments, bureaus and other government offices, printed without congressional numbers.

This work in its first 109 pages is substantially the same as the second edition of the *Checklist* given below, except that it omits the documents of the 53d Congress, gives a few new notes and corrects a great many inaccuracies of the *Checklist*. Pages 113-753 give an alphabetic author, title and subject index to the documents in the congressional series from the 15th to the 52d Congress inclusive and form the most useful part of this volume to depository libraries or to those libraries which maintain a serial number arrangement. This volume is reviewed in the *Library Journal*, May 1902, 27:281-83.

—Checklist of Public Documents, containing Debates and Proceedings of Congress, 1st-53d Congress, with miscellaneous lists of documents and historical and bibliographical notes. Ed.2 enl. 222p.O. Wash. 1895.

To be superseded for 1st-52d Congresses by the above *Tables and Index*, the 53d Congress being covered by *Catalogue of the Public Documents from Mar. 4, 1893*.

The first edition of the *Checklist* was unimportant and is now useless. It is found in serial no. 2953. The second edition was the first really useful key to our government documents and in it was introduced the serial num-

bering of the congressional set. A brief history of each executive department, bureau and commission is given with a list of their serial publications and a specially valuable index showing where in the congressional documents the most important sets may be found. By checking on this list the volumes owned by your library, it becomes a shelflist of your serial set. Naturally the *Checklist* is of least use to those libraries that are not depositories or that do not maintain a serial arrangement. It is not in any sense a subject index but was from its publication till the *Monthly Catalogue* was well under way and till the *Comprehensive Indexes* began to appear, the most important and useful single index or help in handling government documents in libraries.

It will be noticed that the serial numbers in the *Checklist* end with the 53d Congress, while it was not till 1898 that the Document Office began printing them on the labels on the bottom of the back of each volume of the serial set. This gap in the serial numbers is supplied in the *Monthly Catalogue* for June 1898, p. 369. The second edition of this *Checklist* was never included in the congressional set.

Greely criticizes the *Checklist* for omitting the first 14 Congresses, saying that the House of Representatives commenced numbering its reports with the 13th Congress and the Senate with the 14th, and that there was no real reason why the *Checklist* should not have begun with the 1st Congress. He also finds serious fault with the device of the serial number arrangement, but I think most libraries will agree that it has proved a very useful help in arranging and identifying the documents.

———— Index to the Subjects of the Documents and Reports and to the Committees, Senators and Representatives presenting them, with tables of the same in numerical order, being the "consolidated index" provided for by the act of Jan. 12, 1895. 54th Cong. 1st Sess. Dec. 1895—date. v.1—date, O. Wash. 1897—date.

One volume is issued for each session of Congress. It is not in any sense an index to the daily proceedings of Congress and is not of great value to public libraries nor depositories. Its purpose is to supplement and complete the *Congressional Record* by indexing those papers which Congress orders printed separately from it and, of course, includes only the documents in the congressional set.

Being fundamentally a subject index, personal author entries do not appear, but names of congressmen are prominent, with a record of each one's activity in the work of the session, bills introduced, pension claims put through etc.

Further, this index gives a numerical list in four separate arrangements: Senate Documents, Senate Reports, House Documents, House Reports, giving in each case the number, title or subject, and serial number. There is also found in the back of each volume a schedule of the volumes in the congressional set, with the serial numbers assigned by the Superintendent of Documents. As noted above, its chief use is in the depository libraries though it is probably the most useful of any index to the congressmen themselves.

Hickcox, J: H. United States Government Publications; a monthly catalogue, 1885-94. 10v.O. Wash. 1885-94.

v. 1-4 published by J: H. Hickcox; v. 1-2, \$2 each; v. 3-4, \$5 each; v. 5-10 by W. H. Lowdermilk, \$5 each.

Continued by the following *Catalogue of United States Public Documents*.

U.S.—Documents, Sup't of. Catalogue of United States Public Documents, 1895—date. v.1—date, O. Wash. 1895—date.

This catalogue is a monthly list of the current publications of the government, commonly known as the *Monthly Catalogue*, including not only the congressional set but all publications of departments and congressional

committees and of the different bureaus and divisions. It is classified not by subjects but by government offices issuing the documents. It was originally intended as an ephemeral publication to be superseded at the end of the year by the *Comprehensive Index*, but it was found that the *Comprehensive Index* was a much greater work than had been expected and would usually be from a year and a half to two years behind, so that for documents of the last two years reliance must be placed entirely on the *Monthly Catalogue*. This meant that its index must be better than was originally contemplated. In fact, it began with no index at all and has had during its 10 years publication a remarkably varied history. All these index changes and peculiarities can be learned only by examining carefully the files of the catalogue. Its present excellent index now constitutes its chief usefulness; without this it would be of small value to any library.

This catalogue is the most useful index for the small public library but an exceedingly vexatious one; useful, because here is the only place where the current issues of government documents can be followed, and vexatious, because one constantly encounters references which are practically unobtainable. For example, the depository library notes a certain committee report bearing on a subject of live present interest. The Superintendent of Documents will not supply it because it is going to that library in the sheep set, and the congressman is as likely as not to report that he can not obtain a copy or can not identify the reference.

Whenever the *Monthly Catalogue* enters a document which Congress has ordered printed and which will therefore appear in the congressional set, the Congress, session, series and number are given in the entry. An entry in the catalogue not indicating congressional number shows that the document was first printed on requisition of the head of the department, and that at the time of indexing no order had been given by Congress for printing it, though such an order may be issued of course at any later time.

The catalogue contains in each issue a list of shipments made during the month to depository libraries, and against this list each depository library should carefully check all shipments received from the Documents Office. The authorized edition for free distribution is limited by law to 2000 copies; about 1400 of these go to libraries, the remainder to heads of departments, congressmen and the press. The Superintendent of Documents has frequently recommended printing a larger edition for free distribution, but without avail. More copies are printed but they are for sale only, and the *Monthly Catalogue* may now be had by any one who chooses to pay the price, \$1.10 a year.

3 Department indexes

This list does not pretend to be complete. Several of the government offices, notably the Smithsonian Institution and the Department of Agriculture, have issued numerous indexes, many of a duplicating or cumulative sort. Only the latest or most important are noted.

Agriculture

Greathouse, C: H. Index to the Yearbooks of the U. S. Department of Agriculture, 1894-1900. 196p.O. Wash. 1902. (U.S.—Publications, Division of. Bulletin 7)

Handy, R. B. & Cannon, Mrs M. A. List by Titles of Publications of the United States Department of Agriculture, 1840-June 1901. 216p.O. Wash. 1902. (U.S.—Publications, Division of. Bulletin 6)

Thompson, G: F. Index to Authors, with Titles of the Publications appearing in the Documents of the U. S. Department of Agriculture, 1841-1897. 303p.O. Wash. 1898. (U.S.—Publications, Division of. Bulletin 4)

——— Index to Literature relating to Animal Industry in the Publications of the Department of Agriculture, 1837-1898. 676p.O. Wash. 1900. (U.S.—Publications, Division of. Bulletin 5)

——— Index to the Annual Reports of the U. S. Department of Agriculture, 1837-1893. 252p.O. Wash. 1896. (U.S.—Publications, Division of. Bulletin 1)

——— Synoptical Index of the Reports of the Statistician, 1863-1894. 158p.O. Wash. 1897. (U.S.—Publications, Division of. Bulletin 2)

U.S.—Agriculture, Dep't of. General Index of the Agricultural Reports of the Patent Office, 1837-1861 and of the Department of Agriculture, 1862-1876. Ed.2. 225p.O. Wash. 1879. (Department report 14)

——— Supplement, 1877-1885. 113p.O. Wash. 1886. (Department report 42)

——— General Index for the Reports on Agriculture, 1847-1866. (*see its* Report of the Commissioner for 1867, p.473-93)

U.S.—Agriculture, Dep't of—Library. List of Publications of the U. S. Department of Agriculture, 1841-June 30, 1895. 76p. O. Wash. 1896. (Library bulletin 9)

U.S.—Documents, Sup't of. List of Publications of the Agriculture Department, 1862-1902, with analytical index. 623p.O. Wash. 1904. (Bibliography of United States public documents: Department list no. 1)

Reviewed in *Library Journal*, Jan. 1905, 30:53.

U.S.—Publications, Division of. Monthly List of Publications of the U. S. Department of Agriculture, Jan. 1892-date. O. Wash. 1892-date

Coast and Geodetic Survey

U.S.—Coast and Geodetic Survey. Bibliography; descriptive catalogue of publications relating to the U. S. Coast and Geodetic Survey, 1807-1896. 118p.O. Wash. 1898. (Special publication 2)

Superseded by the next item.

——— List and Catalogue of the Publications issued by the Survey, 1816-1902, by E. L. Burchard. 239p.Q. Wash. 1902

Education

- U.S.—Education, Bureau of.** Publications, 1867–1890; with subject index. p.1453–551, O. Wash. 1891
Reprint of ch. 35 of the *Report of the Commissioner of Education for 1888–89*.
——— Publications, 1867–1902. (*see its* Report of the Commissioner of Education for 1900–1, v.1, pref.p.103–12)
A checklist by publication number.

Engineers

- U.S.—Engineers, Corps of.** Analytical and Topical Index to the Reports of the Chief of Engineers and Officers of the Corps of Engineers, United States Army, 1866–1900; by John McClure. 3v.O. Wash. 1903. (U. S.—Congress—House—57th Cong. 2d Sess. Doc. 439. Serial no. 4532–34)

Entomology

- Banks, Nathan.** Index to Bulletins 1–30 (new series) 1896–1901, of the Division of Entomology. 64p.O. Wash. 1902. (U.S.—Entomology, Division of. Bulletin, new series 36)

Ethnology

- Hodge, F. W.** List of Publications of the Bureau of American Ethnology. (*see* Smithsonian Inst.—Ethnology, Bureau of American. Annual Report, 1895–96. v.17, pt 1, pref. p.75–93)
Also published separately.

Experiment stations

- U.S.—Experiment Stations, Office of.** List of Publications of the Office of Experiment Stations and the Several Stations. (*see its* Bulletin. 1900. 80:508–623)
——— Organization Lists of the Agricultural Colleges and Experiment Stations in the United States, with a list of stations in foreign countries, Mar.1902. 130p.O. Wash.1902. (Bulletin 111)

Geology

- Hoyt, J. C. & Wood, B. D.** Index to the Hydrographic Progress Reports of the United States Geological Survey, 1888–1903. 253p.O. Wash. 1905. (U. S.—Geol. Survey. Water-supply & Irrigation Paper 119)
Schmeckebier, L. F. Catalogue and Index of the Publications of the Hayden, King, Powell and Wheeler Surveys. 208p.O. Wash. 1904. (U.S.—Geol. Survey. Bulletin 222. Serial no. 4684)

- Warman, P. C.** Catalogue and Index of the Publications of the United States Geological Survey, 1880-1901. 858p.O. Wash. 1901. (U.S.—Geol. Survey. Bulletin 177. Serial no. 4187)
 ———— 1901-1903. 234p.O. Wash. 1903. (U.S.—Geol. Survey. Bulletin 215. Serial no. 4506)

Interior

- U.S.—Interior, Dep't of the.** List of Books, Reports, Documents and Pamphlets published by the Department of the Interior and its Several Bureaus and Offices [1789-1881]. 76p.O. n.t-p. Wash. 1882. (U.S.—Congress—Senate—47th Cong. 1st Sess. Exec. Doc. 182. Serial no. 1991)

Justice

- U. S.—Justice, Dep't of.** List of Publications, Mar. 4, 1789 to Mar. 4, 1881. 12p.O. n.t-p. Wash. 1882. (U.S.—Congress—Senate—47th Cong. 1st Sess. Exec. Doc. 109. Serial no. 1990)

Labor

- U.S.—Labor, Bureau of.** Index of all Reports issued by Bureaus of Labor Statistics in the United States prior to Mar. 1902. 287p.O. Wash. 1902.

National Museum

- Geare, R. I.** List of the Publications of the United States National Museum, 1875-1900. 168p.O. Wash. 1902. (U. S.—National Museum. Bulletin 51)

Navy

- U.S.—Navy Dep't.** List of Books, etc. published by the Secretary of the Navy and the Bureaus of the Navy Department [Mar. 4, 1789 to Mar. 4, 1881]. 15p.O. n.t-p. Wash. 1882. (U.S.—Congress—Senate—47th Cong. 1st Sess. Exec. Doc. 37. Serial no. 1987)

Signal Office

- U.S.—Signal Office.** Publications of the Signal Service, 1861 to July 1, 1891. (see U.S.—Signal Office. Annual Report of the Chief Signal Officer, 1891. p. 389-409)

Smithsonian Institution

- Rhees, W. J.** Catalogue of Publications of the Smithsonian Institution, 1846-1882, with index. 328p.O. Wash. 1882. (Smithsonian Inst. Misc. Coll. v. 27, no. 478)

—— Catalogue of Publications of the Smithsonian Institution
[1846 to July 1, 1886]. (see Smithsonian Inst. Annual Report,
1886, 1:485-867)

—— List of Publications of the Smithsonian Institution, 1846-
1903. 99p.O. Wash.1903. (Smithsonian Inst. Misc.
Coll. v.44, no.1376)

State Department

U.S.—State, Dep't of. General Index to the published Volumes of
the Diplomatic Correspondence and Foreign Relations of the
United States, 1861-1899. 945p.O. Wash.1902

—— Indexes to Consular Reports no.1-239, v.1-63, 1880-1900.
v.1-5,O. Wash.1887-1901.

War Department

U. S.—War Dep't. Reports of the Publications of the Respective
Bureaus of the War Department, Mar.4,1789 to Mar.4,1881.
19p.O. n.t.p. Wash.1882. (U.S.—Congress—Senate—
47th Cong. 1st Sess. Exec. Doc. 47. Serial no. 1987)

Additional publications are noted in *Subject Catalogue no. 2* issued from
the War Department library in 1895.

PERSONAL FAMILIARITY

The person, whether librarian, reference librarian or loan clerk,
who is to be intimately associated with government documents
should make it a point to examine with more or less care every-
thing of that nature which reaches the library. He should do more
than glance at the back of a book or the cover of a pamphlet. He
should have the instinct for knowing quickly a pamphlet or book
which contains really useful material and should make proper note
of it. Matter of special local value should be promptly noted and
brought to the attention of those patrons of the library whom
it will interest. Do not brand a book or a set "useless" because it
is never used. With the indexes now available if any one of these
recommended sets is not used the fault is more likely to be with
the librarian than with the documents.

APPENDIXES

1 CLASS WORK

Required reading

Forum, July 1898, 25:598-602

Read in connection with lectures 1 and 2.

U.S.—Congress. Official Congressional Directory

Spend one half hour examining, specially the section "Department
duties".

——— Statutes at Large

Spend one half hour examining and read that part of the printing law of Jan. 12, 1895, relating specially to government documents or read article in *Library Journal*, Jan. 1895, 20:13-20.

U.S.—Government Printing Office. Annual Report

Spend one quarter hour examining.

U.S.—Documents, Sup't of. Annual Report

Spend one half hour examining; no. 2, 7 and 10 are the most important.

American Library Association—Public Documents, Committee on. Report

Read report submitted at Niagara conference, 1903.

Indexes

The indexes named at the end of the table of contents, which will be grouped on the table or convenient shelves in the Documents Room, must be examined before the last lecture and it will probably be found profitable to examine them with some care before beginning work on the following questions.

Reference questions

Work absolutely independently.

Answers must be ready for the last lecture.

Indexes will be found in the Documents Room.

Work on questions may begin after Lecture 1 or 2.

Take full and exact notes and bring them to class, of each place consulted and in the order consulted, for answers to the following questions. Take full notes of author, title, set, series, number of document or volume etc. where answers are found.

- 1 Find the treaty of peace with Spain.
- 2 What volumes of Consular Reports are not found in the congressional set?
- 3 Find something about briquettes.
- 4 How many copies can you find in this library of the report of the United States Commissioner of Education for 1900-1, v. 1?
- 5 Who is the author of "The Common Crow of the U. S." and where is it found?
- 6 Make a list of all items in United States documents by or about W. H. L. Pepperell.
- 7 Find a description of the ice caves at Flagstaff Ariz.
- 8 What is the serial number of the *A.L.A. Catalog*?
- 9 Find some good material for debaters on the canteen.

- 10 What is the serial number of the annual report of the Commissioner of Internal Revenue for 1889? for 1899?
- 11 Under what department is the Bureau of Pensions; the Bureau of Standards; the Board on Geographic Names?

2 BIBLIOGRAPHY

The following references are a consolidation of all references given at the heads of chapters, with a few additions, and are those deemed most important. Others are found in Kroeger's *Guide to the Study and Use of Reference Books*, p.61 and under *Public Documents* in the various document indexes.

- American Library Association—Public Documents, Committee on.** Report, 1891–date. (*see* American Library Association. Papers and Proceedings. 1891–date)
- Earle, M. T.** A Disinterested Publisher. (*see* Lamp, July 1904, 38 (ser.2, v.28): 461–66)
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INDEX

- A. L. A. Catalog**, 29; list of public documents, 28
- Acquisition**, 17-37
- Agriculture**, Dep't of, publications, 25-26; indexes to, 65-66
- American Historical Association. Annual Report**, 28
- American Library Association—Public Documents, Committee on. Report**, 17
- American State Papers**, 46, 59
- Ames, J. G.** Comprehensive Index to the Publications of the United States Government, 1881-1893, 62
- Comprehensive Index of the Publications of the United States Government, 1889-1893, 63
- Analysis**, 55-56
- Army register**, 29-30
- Arrangement**, 37-41; method, 37-38; in depository libraries, 38-39; in nondepository libraries, 40
- Author headings**, 42-53; inversion or noninversion, 42-45; selected, 45-52; importance of uniformity, 52-53
- Banks, Nathan.** Index to Bulletins 1-30 (new series) 1896-1901, of the Division of Entomology, 67
- Bibliography**, 71-72
- Bowker, R. R.** United States Government Publications, 62
- Cannon, Mrs M. A. & Handy, R. B.** List of Publications of the United States Department of Agriculture, 1840-June 1901, 65
- Catalogue cards**, printed, 55
- Cataloguing**, 41-57; and classification, relation between, 41-42; author heading, 42-53; complete sets, 53-55; helps in, 54-55; analysis, 55-56; main entry under personal name, 56-57
- Census reports**, 26
- Central distributing office**, need of, 22, 32-33
- Checklist of Public Documents**, 12, 38, 39, 40, 41, 42, 55, 57, 63-64; continuation, 62
- Chronologic arrangement**, 37
- Church, A. W. & Smith, H. H.** Tables showing the Contents of the Several Volumes comprising the Annals of Congress, etc., 61
- Civil Service Commission, report**, 26
- Class work**, 69-71
- Classification**, 37-41; and cataloguing, relation between, 41-42
- Comprehensive index**, 10, 63
- Congressional directory**, 15, 26, 30
- Congressional record**, 26
- Congressional set**, 12-13, 38
- Congressmen**, distribution by, 22-24
- Consolidated index**, 10, 55, 64
- Consular reports**, 27-28; special, 28; indexes, 69
- Cross references**, 53
- Cutter, C. A.** Rules for a Dictionary Catalog, 29
- Department distribution**, 24, 36
- Depository libraries**, distribution to, 12, 17-19; arrangement in, 38-39
- Distribution**, need of central distributing office, 22, 32-33; by congressmen, 22-24; department, 24, 36; to depository libraries, 12, 17-19; duplication, 31-37; to geological depositories, 20; miscellaneous documents supplied on special request, 21; of "usual number," 11, 12, 17, 34; of larger number, 11, 19, 35; to remainder libraries, 19-20; by Superintendent of Documents, 10
- Distribution and sale of public documents**, circular, 33-37
- Document division of Library of Congress**, 10
- Documents**, Superintendent of, 10; distribution by, 17-22
- Duplication**, 31-37

- Earle, M. T.** A Disinterested Publisher, 7
- Education, Bureau of, publications,** 26-27, 67; indexes to, 67
- Egleston, N. H.** Arbor Day, 29
- Engineers, Corps of, indexes to reports,** 67
- Entomology, Division of, index to bulletins,** 67
- Ethnology, Bureau of, publications,** 67
- Experiment Stations, Office of, publications,** 67
- Farmers' bulletins,** 25; catalogue cards for, 55
- Ford, P. L.** Some Materials for a Bibliography of the Official Publications of the Continental Congress, 58
- Geare, R. I.** List of the Publications of the United States National Museum, 68
- Geological depositories, distribution to,** 20; arrangement in, 40
- Geological Survey, 28, 49; indexes to,** 67-68
- Government documents, acquisition,** 17-37; arrangement and classification, 37-41; cataloguing, 41-57; definition, 15-16; difficulties in treatment, 16; distinct treatment necessary, 17; duplication, 31-37; miscellaneous documents supplied on special request, 21; number of books issued annually, 9; usual number printed, 11, 12; larger number for general distribution, 11; production and nature, 7-17; sales, 10, 21-22, 33; scope, 14-15; sources, 17-24; use, 57-69
- Government organization, knowledge of, necessary,** 15
- Government Printing Office, 9-10; methods,** 14
- Greathouse, C. H.** Index to the Yearbooks of the U. S. Department of Agriculture, 65
- Greely, A. W.** Public Documents of the First 14 Congresses, 59-60
- Handy, R. B. & Cannon, Mrs M. A.** List of Publications of the United States Department of Agriculture, 1840-June 1901, 65
- Hasse, A. R.** How May Government Documents be Made More Useful to the Public? 57
- The Nation's Records, 7
- United States Government Publications, 41, 54
- Heitman, F. B.** Historical Register and Dictionary of the United States Army, 29-30
- Hermann, Binger.** The Louisiana Purchase and our Title West of the Rocky Mountains, 30
- Hickcox, J. H.** United States Government Publications; a monthly catalogue, 1885-94, 64
- Hodge, F. W.** List of Publications of the Bureau of American Ethnology, 67
- Hoyt, J. C. & Wood, B. D.** Index to the Hydrographic Progress Reports of the United States Geological Survey, 1888-1903, 67
- Imprint, 53**
- Index and Review, 71**
- Indexes, 57-69; prepared by Superintendent of Documents, 10; to early documents, 58-62; from Superintendent of Documents Office, 62-65; department, 65-69**
- Industrial Commission, report, 31, 49**
- Interior Department, publications, 28, 68**
- Interstate Commerce Commission, 27**
- Kerr, R. W.** History of Government Printing Office, 7
- Kroeger, A. B.** United States Public Documents, 57
- Labor reports, 27; index, 68**
- Lane, L. P.** Aids to the Use of Government Publications, 57
- Law on government printing, 7, 10-11**
- Leland, W. G. & Van Tyne, C. H.** Guide to Archives of the Government of the United States, 8

- Library** edition, proposed, 39
Library of Congress, document division, 10
List of sets recommended for small libraries, 25-29
List of single complete documents recommended for small libraries, 29-31
McKee, T. H. Indexes to Reports of Committees of the U. S. Senate and House of Representatives from 1815 to 1887, 61
Mann, Margaret. Government Documents, 57
Monthly Catalogue, 10, 58, 64
Monthly summary of commerce and finance, 28
National Museum, report, 27; list of publications, 68
Navy Department, publications, 28, 68
N. Y. (State)—Library. Documents, 41
Nondepository libraries, arrangement in, 40
Ordway, Albert. General Index of the Journals of Congress from the 1st to the 16th Congress inclusive, 61
— General Personal Index of the Journals of Congress from the 1st to the 16th Congress inclusive, 61
Overproduction, 13-14
Pamphlets, 41
Patent office gazette, 28, 50
Personal name, main entry under, 56-57
Philippine islands, gazetteer, 31
Poore, B. P. Descriptive Catalogue of the Government Publications of the United States, 62
Printed cards furnished by Superintendent of Documents, 55
Printing law of 1895, 10; general provisions, 11; specific provisions, 10-11
Printing office, 9-10
Production, 9-14
Public printer, 10; report, 8
Railways, statistics, 27
Reading, required, 69-70
Reference questions, 70-71
Remainder libraries, distribution to, 19-20; arrangement in, 40
Rhees, W. J. Catalogue of Publications of the Smithsonian Institution, 68, 69
— List of Publications of the Smithsonian Institution, 69
Roosevelt, Theodore, on public printing, 13
Rossiter, W. S. Problem of Federal Printing, 7
Sale of public documents, 10, 21-22, 33
Schmeckebier, L. F. Catalogue and Index of the Publications of the Hayden, King, Powell and Wheeler Surveys, 67
Serial numbers of congressional set, 12; explanation of, 38; arrangement by, 38-39, 40; and dummy, combination of, 39
Sets, complete, 53-55
Signal Office, publications, 68
Small library, needs of, 24-31; problem in, 41
Smith, H. H. & Church, A. W. Tables showing the Contents of the several Volumes comprising the Annals of Congress, etc., 61
Smithsonian Institution. Annual Report, 28; publications, 68-69
State Department, publications, 69
Statistical abstract of the United States, 28
Subject arrangement, 37, 39, 40
Superintendent of Documents, 10; distribution by, 17-22
Thompson, G. F. Index to Literature relating to Animal Industry in the Publications of the Department of Agriculture, 66
— Index to Publications appearing in the Documents of the U. S. Department of Agriculture, 66
— Index to the Annual Reports of the U. S. Department of Agriculture, 1837-1893, 66

- Synoptical Index of the Reports of the Statistician, 1863-1894, 66
- Title, in cataloguing, 53
- Unbound documents, 41**
- U. S.—Adjutant General's Office. Official Army Register, 28
- U. S.—Agriculture, Dep't of, indexes to publications, 65-66
- Farmers' Bulletin, 25; catalogue cards for, 55
- General Index of the Agricultural Reports of the Patent Office, 1837-1861 and of the Department of Agriculture, 1862-1876, 66
- General Index for the Reports on Agriculture, 1847-1866, 66
- Yearbook, 25-26; index, 65
- other publications, 25-26
- U. S.—Agriculture, Dep't of—Library. List of Publications of the U. S. Department of Agriculture, 1841-June 30, 1895, 66
- U. S.—Animal Industry, Bureau of. Special Report on Diseases of Cattle, 30
- Special Report on Diseases of the Horse, 30
- U. S.—Anthracite Coal Strike Commission. Report to the President, 30
- U. S.—Census, Bureau of the. All publications, 26
- U. S.—Civil Service Commission. Annual Report, 26
- U. S.—Coast and Geodetic Survey. Bibliography, 66
- List and Catalogue of the Publications issued, 66
- U. S.—Congress. Abraham Lincoln, James A. Garfield, William McKinley, 30
- Act providing for Public Printing of Public Documents, 7
- Biographical Congressional Directory, 30
- Congressional Directory, 26
- Congressional Record, 26
- Department Duties, 8
- Revised Statutes, 31
- U. S.—Congress—House. Consolidated Index of the Executive Documents of the House of Representatives from the 26th to the 40th Congress, 61
- Consolidated Index of the Reports of the Committees of the House of Representatives from the 26th to the 40th Congress, 61
- Digested Index to the Executive Documents and Reports of Committees of the House of Representatives from the 18th to the 21st Congress, 60
- Index to the Executive Communications and Reports of Committees, made to the House of Representatives, 60
- Index to the Executive Communications made to the House of Representatives until the End of the 14th Congress, 60
- Index to the Executive Documents and Reports of Committees of the House of Representatives, from the 22d to the 25th Congress, 60
- U. S.—Congress—Printing. Joint Committee on. Celebration of the 100th Anniversary of the Establishment of the Seat of Government in the District of Columbia, 31
- U. S.—Congress—Senate—District of Columbia, Committee on. Improvement of Park System of District of Columbia, 31
- U. S.—Congress—Senate—Foreign Relations, Committee on. Compilation of Treaties in Force 1904, 31
- Congress—Senate—Library. Finding List to Important Serial Documents published by the Government, 62
- Important Serial Documents published by the Government, 61
- U. S.—Documents, Clerk in Charge of. Report regarding the Receipt, Distribution and Sale of Public Documents, 71

- U. S.—Documents, Sup't of. Annual Report, 17
- Author Headings, 41
- Catalogue of the Public Documents of the 53d–56th Congress and all Departments of the Government, 63
- Catalogue of United States Publications, 1895–date, 64–65
- Checklist of Public Documents, 41, 63–64
- First Draft of a Proposed Bill to Reduce the Cost of Publication of the Public Documents Furnished to Designated Depository Libraries, 72
- Index to the Subjects of the Documents and Reports and to the Committees, Senators and Representatives presenting them, 64
- List of Publications of the Agriculture Department, 1862–1902, 66
- Special Report relative to Public Documents, 72
- Tables of and Annotated Index to the Congressional Series of United States Public Documents, 63
- Tables of Public Documents, 72
- U. S.—Education, Bureau of. Annual Report of the Commissioner, 26
- Circulars of Information, 26–27
- Publications, 1867–1890, 67
- 1867–1902, 67
- U. S.—Engineers, Corps of. Analytical and Topical Index to the Reports of the Chief of Engineers and Officers of the Corps of Engineers, United States Army, 1866–1900, 67
- U. S.—Experiment Stations, Office of. List of Publications of the Office of Experiment Stations and the Several Stations, 67
- Organization Lists of the Agricultural Colleges and Experiment Stations in the United States, 67
- U. S.—Foreign Commerce, Bureau of. Commercial Relations, 28
- U. S.—Geological Survey. Annual Report, 28
- Mineral Resources, 28
- U. S.—Government Printing Office. Annual Report, 8
- U. S.—Industrial Commission. Report, 31
- U. S.—Insular Affairs, Bureau of. Pronouncing Gazetteer and Geographical Dictionary of the Philippine Islands, 31
- U. S.—Interior, Dep't of the. List of Books, Reports, Documents and Pamphlets published by, 68
- Official Register of the United States, 28
- U. S.—Interstate Commerce Commission. Annual Report, 27
- Statistics of Railways in the United States, 27
- U. S.—Justice, Dep't of. List of Publications, 68
- U. S.—Labor, Bureau of. Annual Report, 27
- Bulletin, 27
- Index of Reports issued by, 68
- Special Reports, 27
- U. S.—Mint, Bureau of the. Report of the Director of the Mint, 27
- U. S.—National Museum. Annual Report, 27; publications, 68
- U. S.—Navigation, Bureau of (Dep't of Commerce and Labor). Annual Report, 28
- U. S.—Navy Dep't. List and Station of Officers, 28
- List of Books, etc. published by, 68
- U. S.—Patent Office. Official Gazette, 28
- U. S.—Postoffice Dep't. United States Official Postal Guide, 27
- U. S.—Publications, Division of. Monthly List of Publications of the U. S. Department of Agriculture, Jan. 1892–date, 66
- U. S.—Signal Office. Publications of the Signal Service, 68
- U. S.—State, Dep't of. General Index to the published Volumes of

- the Diplomatic Correspondence and Foreign Relations of the United States, 69
- Indexes to Consular Reports, 69
- U. S.—Statistics, Bureau of (Dep't of Commerce and Labor). Consular Reports, 27-28
- Monthly Summary of Commerce and Finance, 28
- Special Consular Reports, 28
- Statistical Abstract of the United States, 28
- U. S.—War Dep't. Reports of the Publications of the Respective Bureaus, 69
- Use, 57-69
- "Usual number," 11, 12, 17, 34
- Van Tyne, C. H. & Leland, W. G.** Guide to Archives of the Government of the United States, 8
- War Department, publications, 69**
- Warman, P. C.** Catalogue and Index of the Publications of the United States Geological Survey, 68
- Wood, B. D. & Hoyt, J. C.** Index to the Hydrographic Progress Reports of the United States Geological Survey, 1888-1903, 67
- Wyer, J. I. jr.** U. S. Government Documents in Small Libraries, 17
- Yearbook of the Dep't of Agriculture,** 25; catalogue cards for, 55; index, 65

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Library Science

Bulletin 107

LIBRARY SCHOOL 22

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COLLECTED BY

William R. Eastman M.A. B.L.S.

Chief of Division of Educational Extension

	PAGE		PAGE
Preface.....	83	Thrall Library, Middletown....	100
Keene Valley Public Library...	86	Johnstown Public Library.....	112
Zadoc Long Free Library, Buck-		Port Jervis Free Library.....	114
field, Me.....	88	Pomona (Cal.) Public Library..	116
Southington (Ct.) Public Li-		Marshalltown (Ia.) Public Li-	
brary.....	90	brary.....	118
Penn Yan Public Library.....	92	Gloversville Free Library.....	120
Old Town (Me.) Public Library.	94	East Orange (N. J.) Free Library	122
Canastota Public Library.....	96	Stephenson Public Library, Mar-	
Warsaw Public Library.....	98	inette, Wis.....	124
Phillips Free Library, Homer... 100		Brooklyn Public Library, De	
Lindsay Public Library, Ontario,		Kalb Branch.....	126
Can.....	102	Carnegie Library, Pittsburg, Pa.,	
Nyack Library.....	104	Hazelwood Branch.....	130
Benson Memorial Library, Titus-		Plan for Louisiana Purchase Ex-	
ville, Pa.....	106	position Library, St Louis, Mo.	136
Angelica Free Library.....	108		

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Chief of Division of Educational Extension

Since the publication of the American Library Association's tract 4 on *Library Rooms and Buildings* there has been a constant demand for plans of small buildings conforming substantially to its suggestions. The collection here offered is an attempt to meet that demand.

It includes plans of 22 actual buildings whose cost is known and which can be visited. It has not been easy, even by extended correspondence with state commissions, to find the ideal library to illustrate each type of building. Indeed it is clear that the ideal library of any size is yet to be built. Of the 22 libraries chosen 12 are in New York, 2 each in Maine and Pennsylvania and 1 each in Canada, Connecticut, New Jersey, Wisconsin, Iowa and California. Personal acquaintance may have made it easier to select one half from our own State.

While these plans are not ideal and not to be precisely copied, they may be found suggestive and so of the highest value. If building committees examining them are led to a clearer understanding of what they need to meet their own conditions and

also, in some cases, of what to avoid, the publication of this supplement will be justified.

Suggestions

A simple plan for a library is not only more economical but better in every way than one that is complicated.

Unnecessary partitions are a serious defect. A library differs fundamentally from a private house. A residence needs many rooms to secure privacy; but a library needs supervision and should enjoy the broad effects of large open spaces because it is a place for the public. The arrangement of a large room divided into convenient spaces by bookcases, desks or hand rails can easily be changed as the growth of a library requires, but when cramped by fixed partition walls the rooms can be changed only at considerable expense.

A library which is alive is always growing and is almost sure to outgrow all expectations. But the particular direction in which it will chiefly expand, we can not forecast. Hence we must aim in library building to provide large rooms to be arranged and rearranged to meet the growth from year to year.

A library building costing less than \$10,000 can not afford space for partitions at a sacrifice of convenience and effect.

It is not unusual to find on the side walls of reading rooms costly wainscotting which must later be hidden by bookcases. There is no better ornament for these walls than books. Books are certainly needed in every library room and it is economy to provide for shelves rather than wainscots in the original plan.

Explanations

In the descriptive statements that accompany each library plan, the given cost of a building does not include the cost of the ground. In most cases furniture and fixtures such as book shelves, heating apparatus and plumbing are included, but it has not been found possible in every case to verify such items, so that some of the figures given are not exact.

The statement of book capacity applies to the book shelves provided on the main floor only and must be proportionally

increased whenever the plan shows that two or three levels may be used for books.

The extent of floor space is measured on the main floor only.

Any person interested in a given plan can doubtless obtain more full and exact information from the library itself.

Those acquainted with other successful plans of small library buildings will confer a favor by bringing them to the attention of the New York State Library and gifts of such plans and pictures will be highly appreciated as material for the revised edition of this bulletin.

New York

Keene Valley Public Library

Completed 1897

Cost, \$1170



Material: slabs and shingles

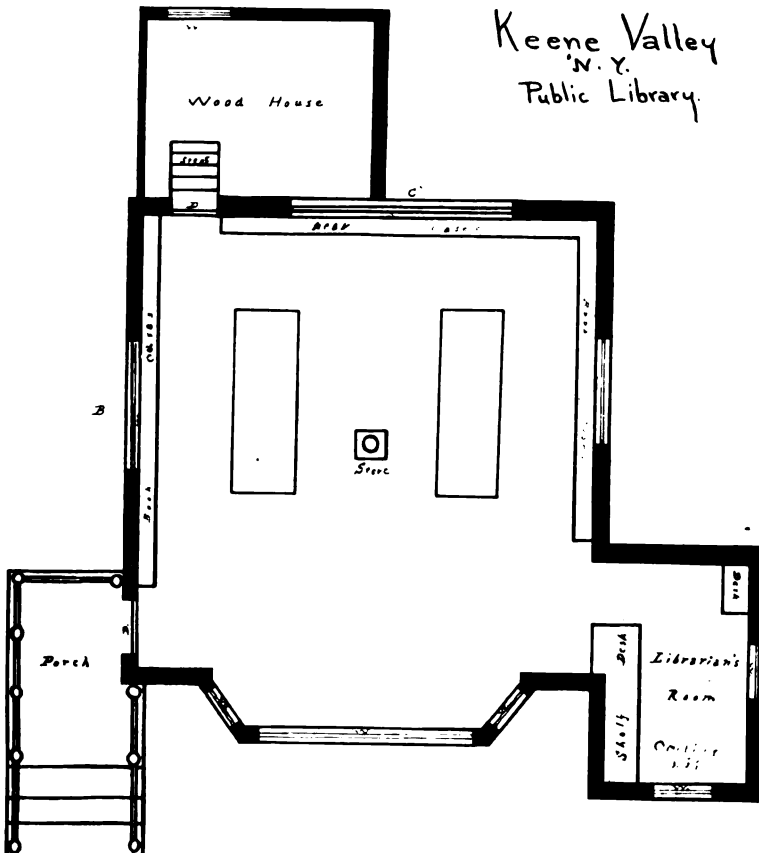
Front, 35 feet. Depth, 30 feet

Floor space, 765 square feet

Book capacity, 3000

Architect: Rev. W. H. Hodge, Philadelphia, Pa.

The main room is about 25 feet square. Bookcases are on the side and rear walls with broad windows above. There is a large low window in front and added light is obtained from clearstory windows overhead.



Buckfield, Maine

Zadoc Long Free Library

Completed 1891

Cost, \$2800



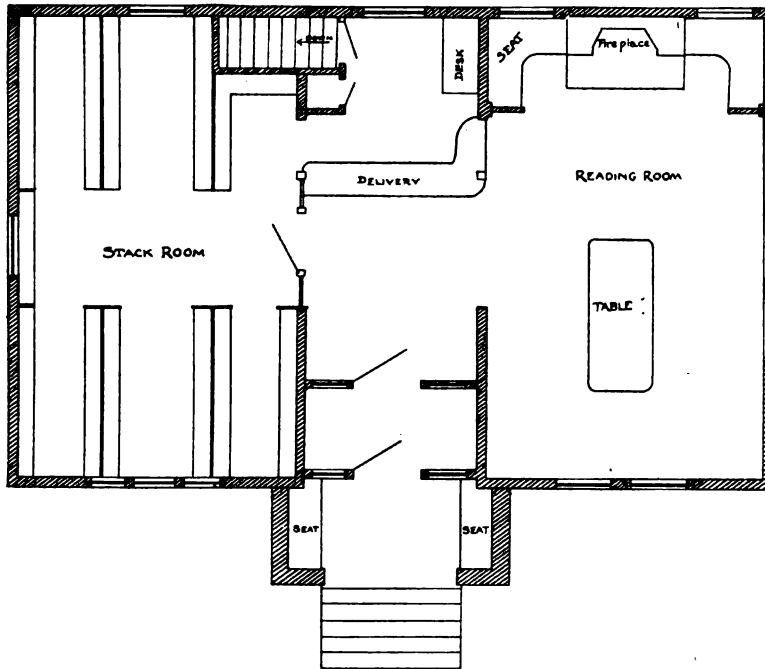
Material: shingles

Front, 40 feet. Depth, 25 feet

Floor space, 1000 square feet

Book capacity, 8000

Architect: John Calvin Stone, Portland, Me.



Zadoc Long Free Library

To obtain more light and change outside appearance many would prefer lower windows at the left of the entrance. Bookcases might be placed on parallel lines from the center of the room toward side wall. In this position they would be directly accessible from the entrance and more fully under supervision. Additional windows might be placed in side wall of book room corresponding to those in the reading room.

Connecticut

Southington Public Library

Completed 1902

Cost, \$8500



Material: gray brick

Front, 50 feet. Depth, 40 feet

Floor space, 2000 square feet

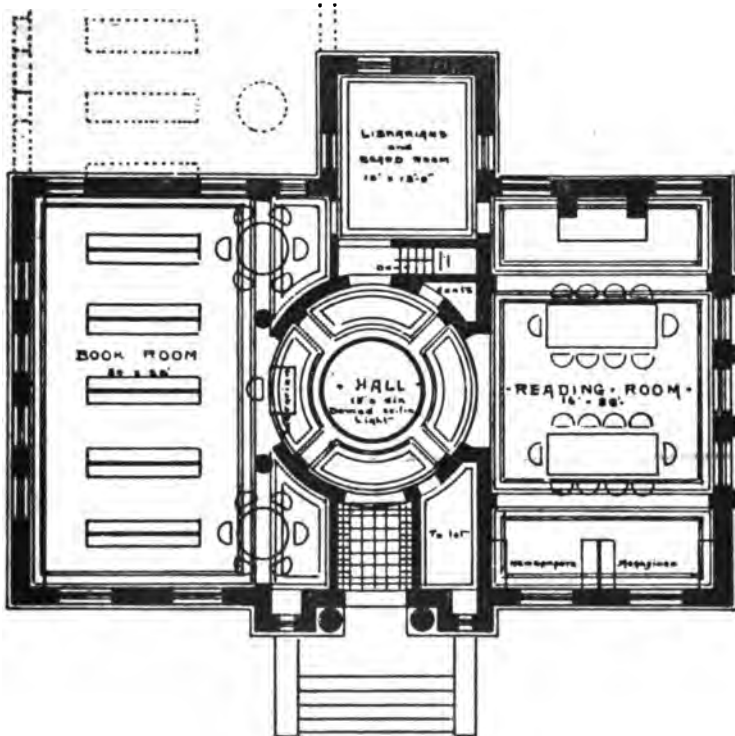
Book capacity, 7500

Architect: Wilson Potter, New York

Effect of interior would be improved if all partitions about the center could be removed and columns substituted.



Southington Public Library



PUBLIC LIBRARY, SOUTHINGTON

Wilson Potter, Architect, New York

New York

Penn Yan Public Library

Completed 1905

Cost, \$10,000



Material: brick, wooden columns

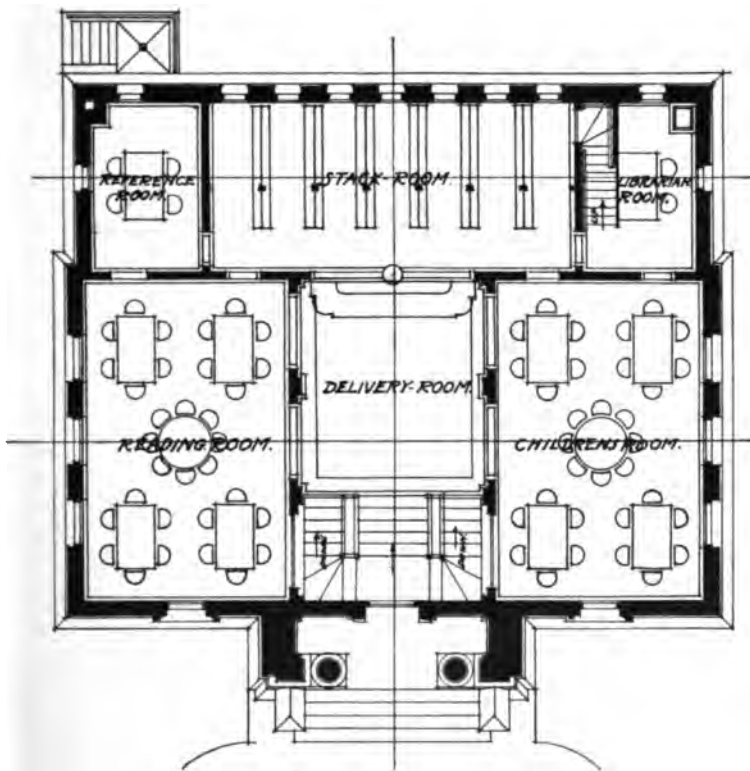
Front, 50 feet. Depth, 41 feet

Floor space, 2050 square feet

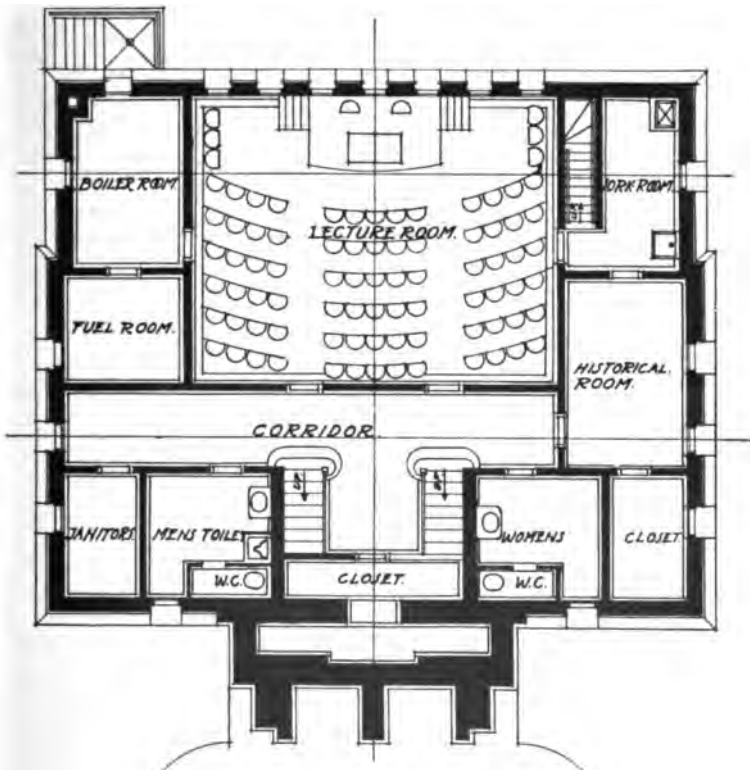
Book capacity, 8000

Architect: A. R. Ross, New York

Arrangement compact. Form of building, economical. Lecture room in basement. Lower rooms may be used to some extent for books if needed. Private stairs direct from book room.



Penn Yan Public Library: main floor



Penn Yan Public Library: basement

Maine

Old Town Public Library

Completed 1904

Cost, \$10,500



Material: white Roman brick

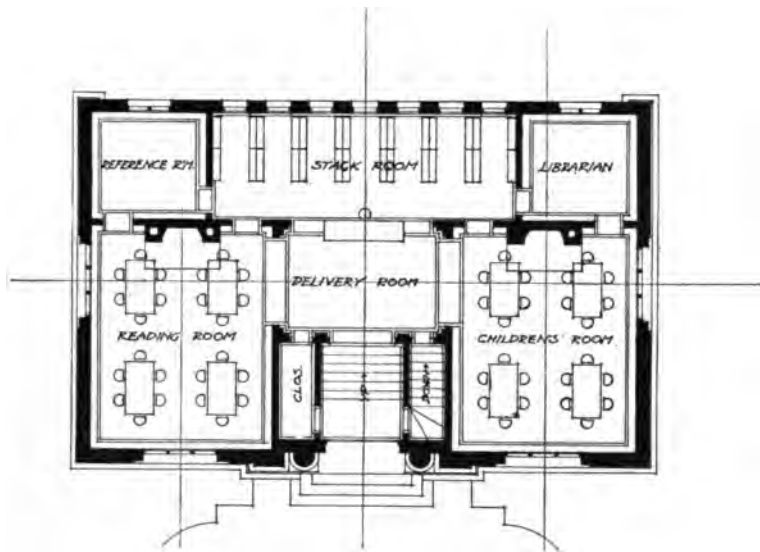
Front, 53 feet. Depth, 34 feet

Floor space, 1600 square feet

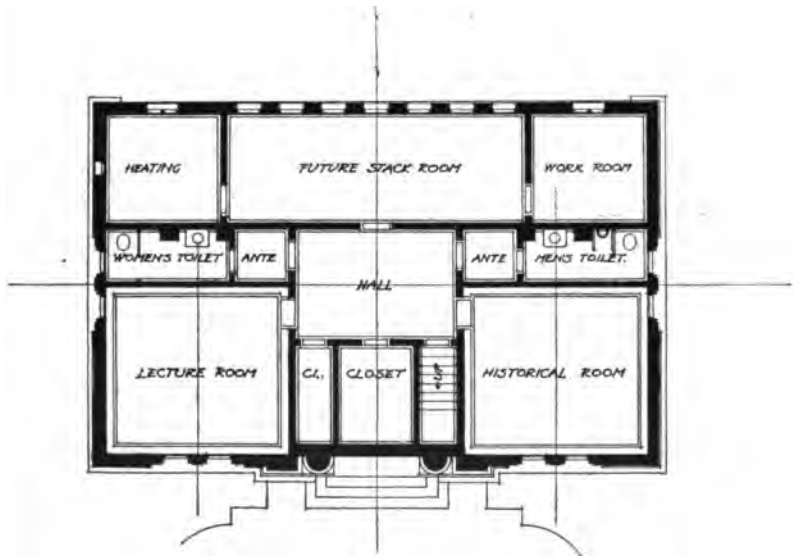
Book capacity, 12,000

Architect: A. R. Ross, New York

Compact and convenient arrangement. When basement is used for books a direct stairway from the floor above will be needed. Care should be taken in such plans to provide ample space for heat radiators near back windows without crowding bookcases forward.



Old Town Public Library: main floor



Old Town Public Library: basement

New York

Canastota Public Library

Completed 1903

Cost, \$12,000



Material: yellow brick

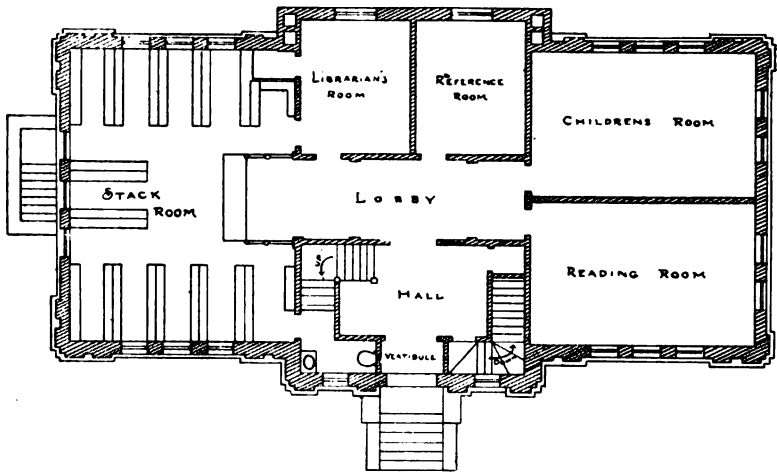
Front, 80 feet. Depth, 43 feet

Floor space, 3200 square feet

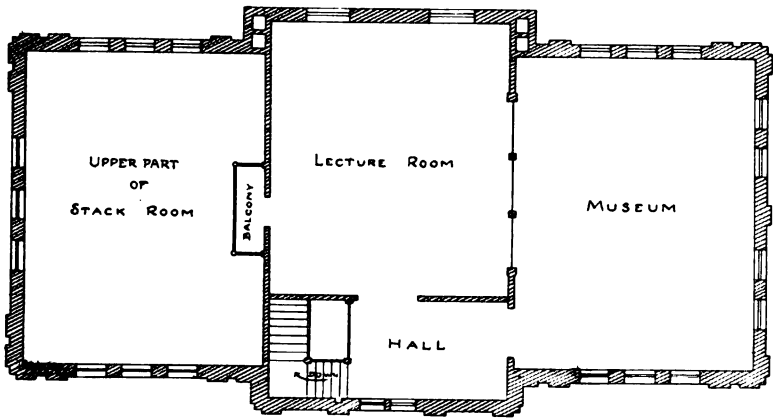
Book capacity, 15,000

Architect: Archimedes Russell, Syracuse, N. Y.

With a broad, shallow lot, the book room is not central and length of passage between books and reading rooms is not favorable to supervision. The book room extends up through two stories with room for two additional tiers of shelves.



CANASTOTA PUBLIC LIBRARY
FIRST FLOOR



SECOND FLOOR

New York

Warsaw Public Library

Completed 1906

Cost, \$12,500



Material: bluestone with panels of brick

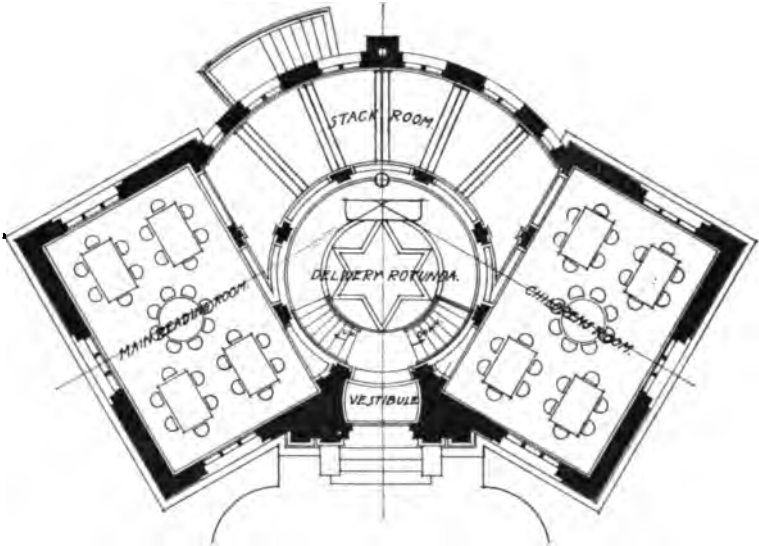
Front, 44 feet. Depth, 40 feet

Floor space, 1400 square feet

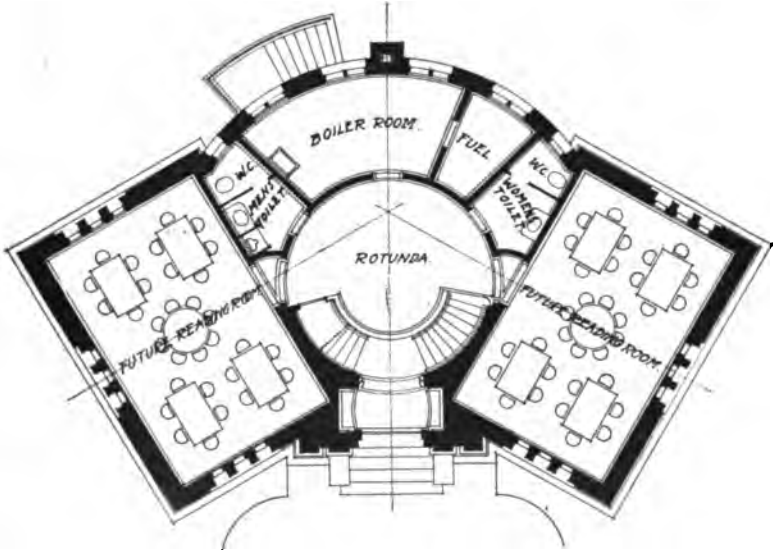
Book capacity, 12,600

Architect: A. R. Ross, New York

By use of glass partitions the full effect of the interior is obtained from all points.



Warsaw Public Library: main floor



Warsaw Public Library: basement

Homer, New York

Phillips Free Library

Completed 1903

Cost, \$12,000



Material: brick

Front, 50 feet. Depth, 42 feet

Floor space, 2000 square feet

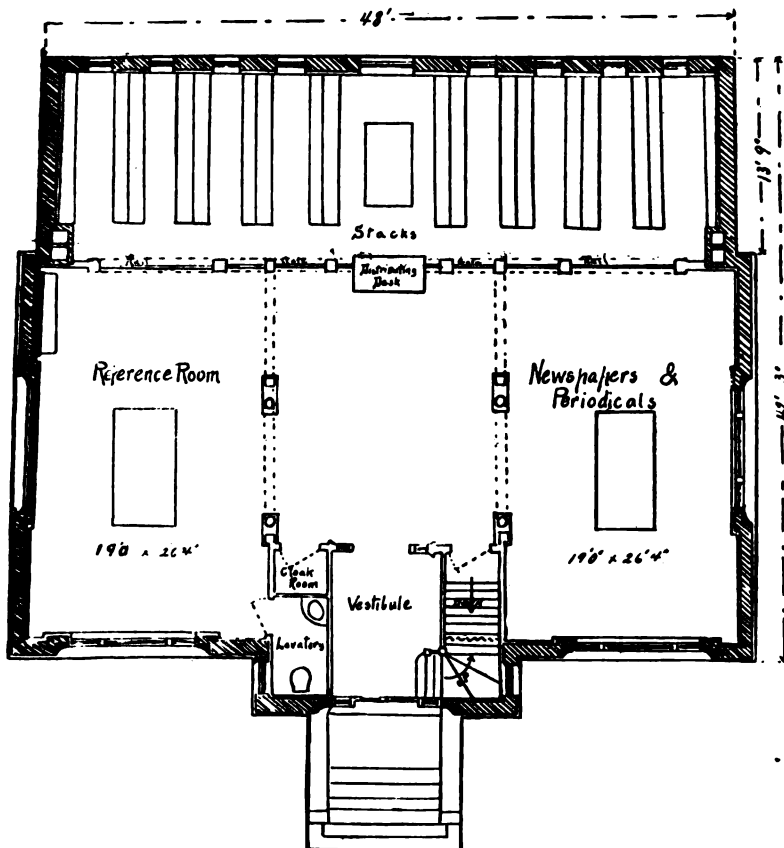
Book capacity, 8000

Architect: Archimedes Russell, Syracuse, N. Y.

A good example of a library in one room. The lines separating departments are suggested by columns with overhead arches and a low hand rail shuts off the main book space.



Phillips Free Library



Ontario, Canada

Lindsay Public Library

Completed 1904

Cost, \$13,450



Material: brick, stone trimming

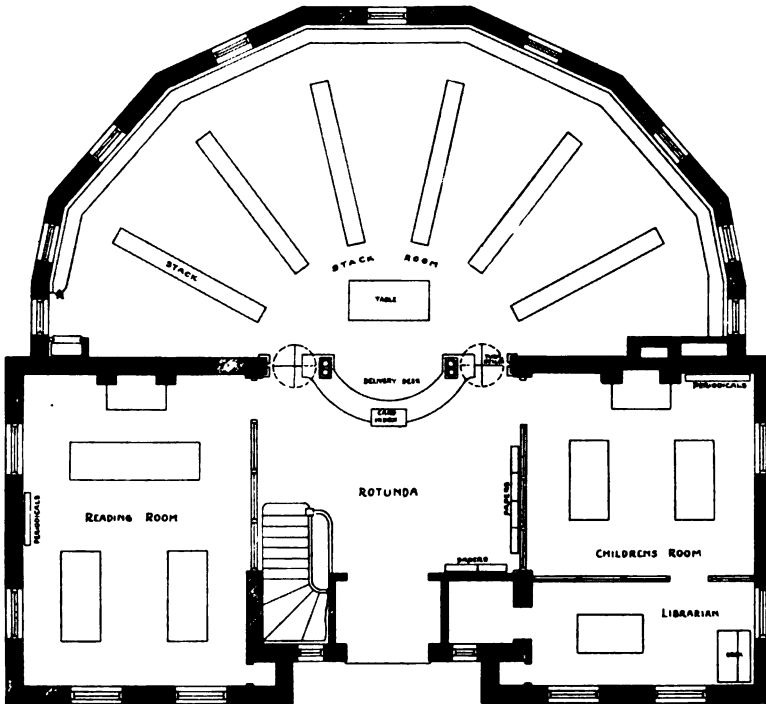
Front, 58 feet. Depth, 52 feet

Floor space, 2200 square feet

Book capacity, 12,500

Architect: G. M. Miller, Toronto, Ont.

LIBRARY AT LINDSAY ONT



GROUND FLOOR PLAN

Practical and convenient. With parallel cases in book room an equal capacity might be obtained in less space. No shelves in reading rooms except for periodicals. Good rooms in basement.

New York

Nyack Library

Completed 1903

Cost, \$15,600



Material: field stone, red stone trimming

Front, 56 feet. Depth, 44 feet

Floor space, 2250 square feet

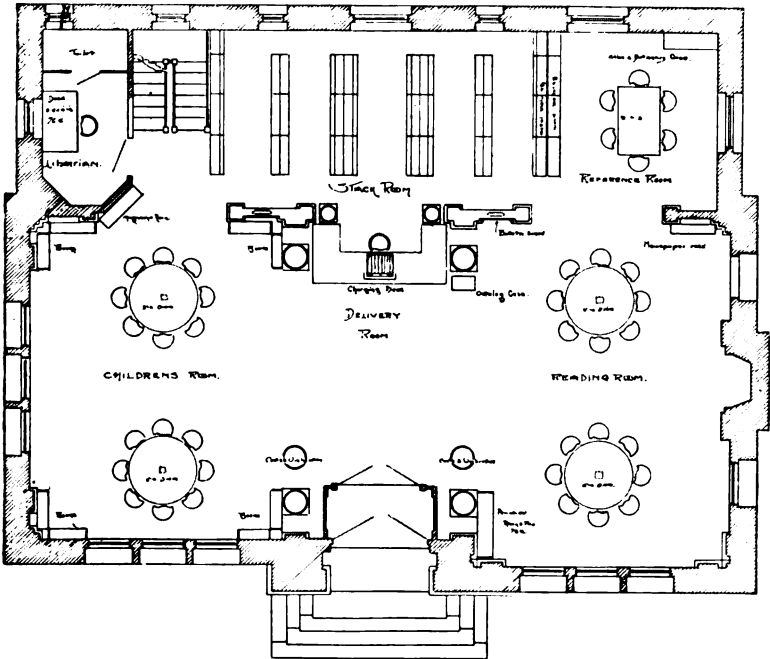
Book capacity, 8000

Architects: J. B. Simonson, M. L. and H. G. Emery,
Nyack, N. Y.

Large open room for all readers. The gallery and screen will be noted.



Nyack Library



Titusville, Pennsylvania

Benson Memorial Library

Completed 1904

Cost, \$30,000



Material: brick, stone facings

Front, 62 feet. Depth, 58 feet

Floor space, 3000 square feet

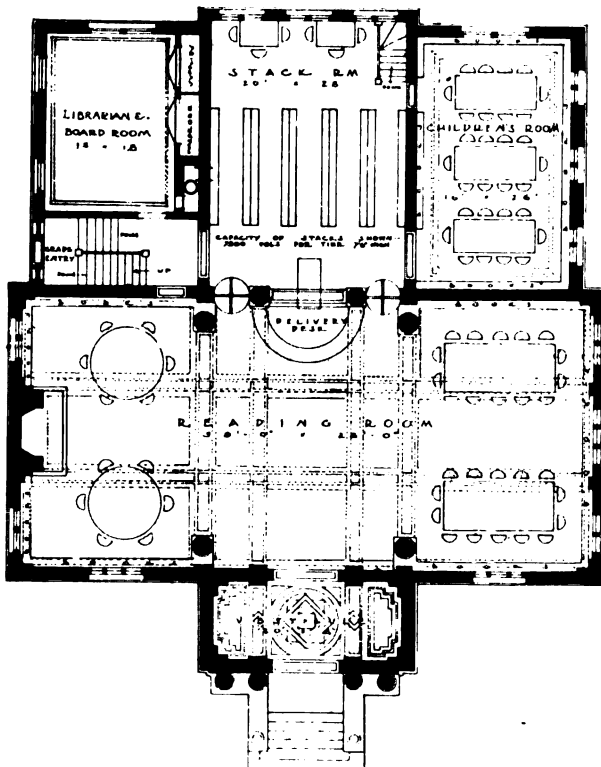
Book capacity, 12,000

Architects: Jackson and Rosencrans, New York

Large open room for all readers. Small additional rooms behind.



Benson Memorial Library



New York

Angelica Free Library

Completed 1901



Material: brick, wood porch

Front, 70 feet. Depth, 35 feet

Floor space, 2250 square feet

Library, 6000 books

Architects: Green and Wicks, Buffalo, N. Y.

A two story building in colonial style. Three rooms on first floor at right of entrance are used for library; two others at left for historical rooms and club meetings. Upper floor is an assembly hall.



Angelica Free Library: historical room



Angelica Free Library: reading room

Middletown, New York

Thrall Library

Completed 1901

Cost, \$30,500



Material: first story, stone; second story, light brick of same color

Front, 53 feet. Depth, 67 feet

Floor space, 2300 square feet on main floor; 1400 square feet on second floor

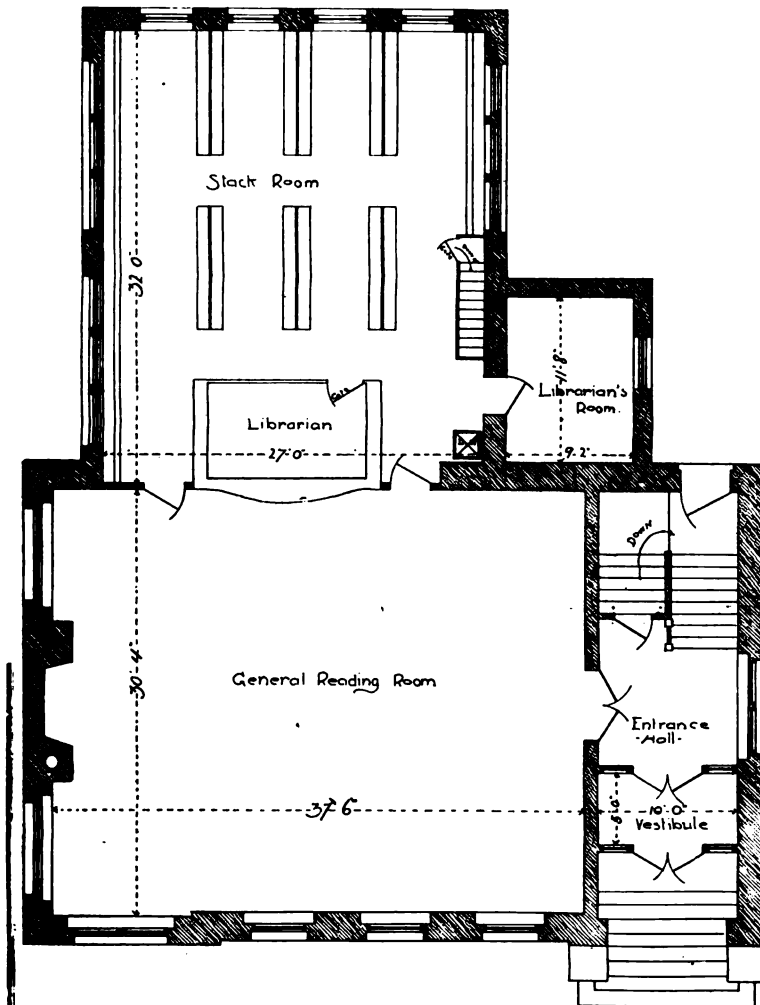
Book capacity, 20,000

Architect: E. G. W. Dietrich, New York

On narrow lot. Book room has high windows on sides. Side elevation shows attachment of book room to a building of two stories. Two large rooms in second story.



Thrall Library: side elevation



Thrall Library: floor plan

New York

Johnstown Public Library

Completed 1903

Cost, \$25,000



Material: gray brick, terra cotta trimming

Front, 66 feet. Depth, 56 feet

Floor space, 3500 square feet

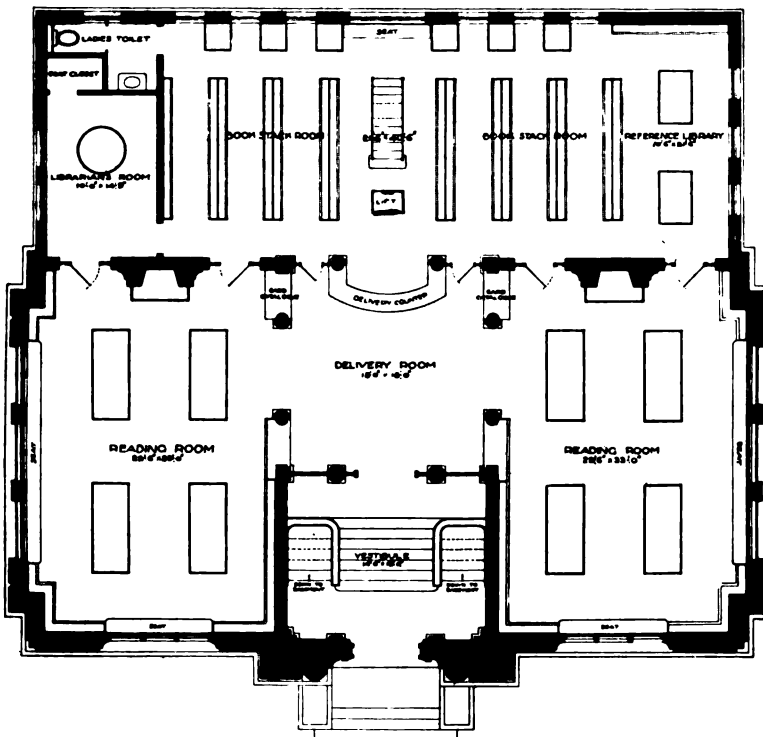
Book capacity, 15,000

Architects: Pitcher and Fuller, Albany, N. Y.

Form economical. Arrangement compact and convenient. Study room obtained by leaving out one bookcase at the right. With lower basement there would be fewer stairs to the delivery room. Skylight on backward slope of the roof over delivery desk.



Johnstown Public Library: children's room



Johnstown Public Library

New York

Port Jervis Free Library

Completed 1903

Cost, \$30,000



Material: pearl pressed brick, terra cotta trimmings

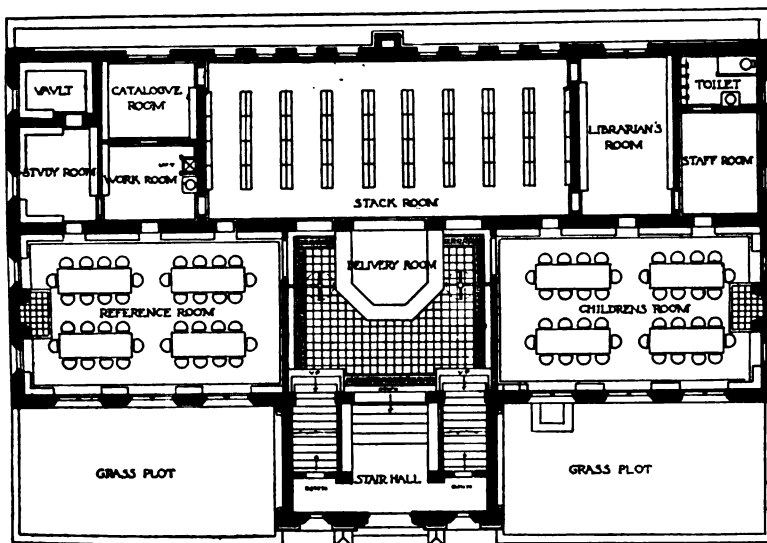
Front, 93 feet. Depth, 55 feet

Floor space, 3900 square feet

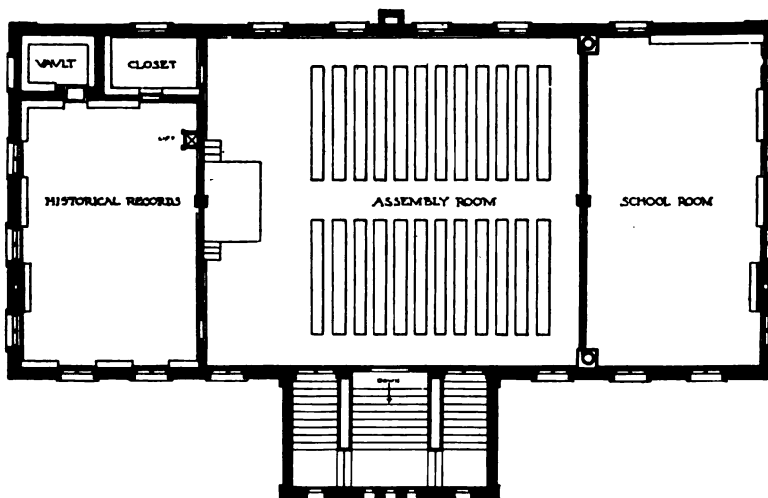
Book capacity, 25,000

Architects: Ackerman and Ross, New York

Lot very shallow as compared with its front. Plan well adapted to small college library. Two feet added to the height of the second story would improve its appearance. There is a rolling partition between assembly and school rooms.



Port Jervis Free Library: main floor



Port Jervis Free Library: second floor

California

Pomona Public Library

Completed 1903

Cost, \$19,300



Material: brick with cement exterior, slapdash finish

Front, 80 feet. Depth, 57 feet

Floor space, 4300 square feet

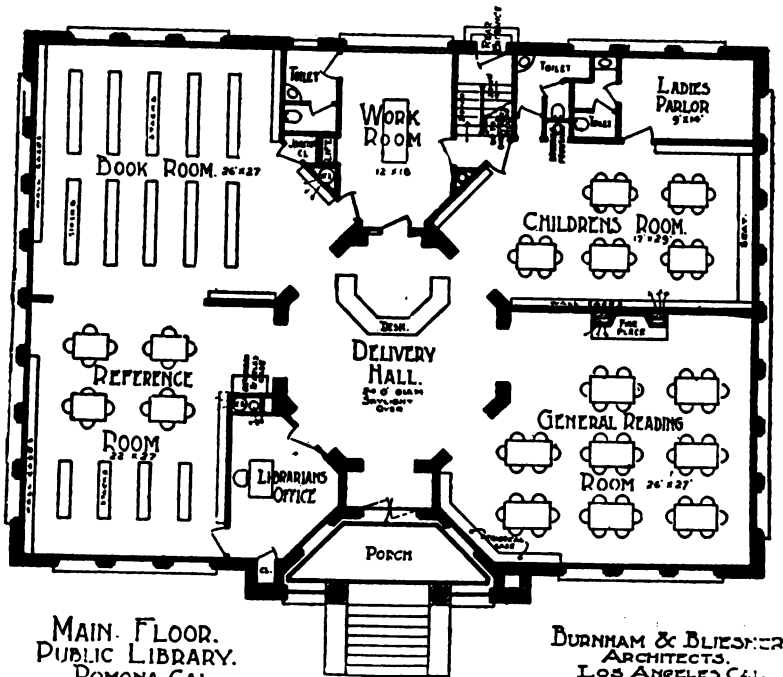
Book capacity, 23,000

Architects: Burnham and Bliesner, Los Angeles, Cal.

Book room at one side and not under direct supervision from the desk. Lacks direct communication with room below which would become desirable if that should be used for books. Construction substantial and material suited to a warm climate.



Pomona Public Library: delivery hall



Iowa

Marshalltown Public Library

Completed 1903

Cost, \$30,000



Material: stone

Front, 69½ feet. Depth, 67½ feet

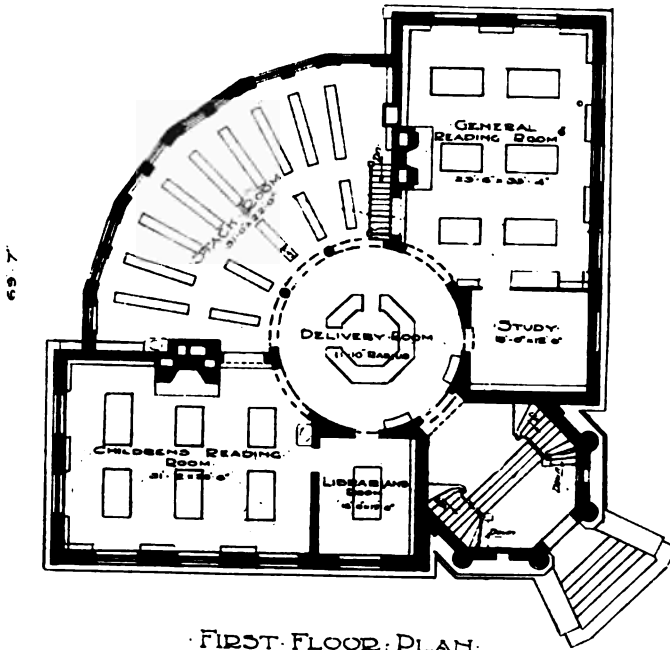
Floor space, 3000 square feet

Book capacity, 15,000

Architects: Patton and Miller, Chicago, Ill.

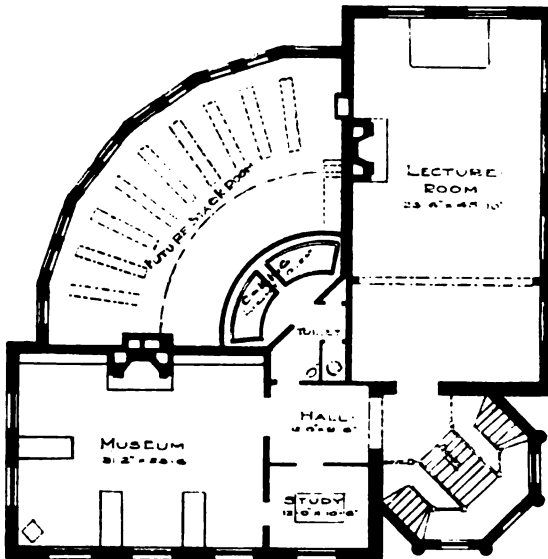
Corner location. Reading room on each street. Bookcases in two blocks on radial lines.

67'-7"



FIRST FLOOR PLAN
Marshalltown Public Library

STUDY	600
STACK ROOM	BASEMENT TIER 11990
	FIRST FLOOR 11990
	2ND TIER 2910
TOTAL	36270



SECOND FLOOR PLAN

New York

Gloversville Free Library

Completed 1905

Cost, \$50,000



Material: gray pressed brick

Length of each wing, 40 feet

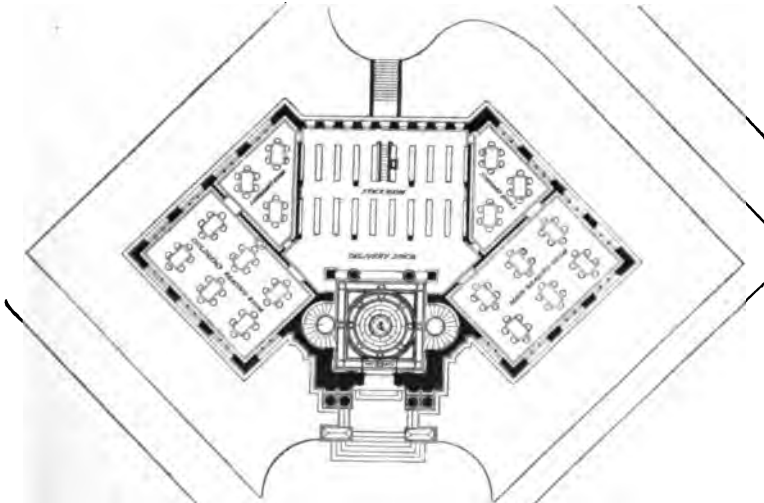
Breadth of each wing, 50 feet

Floor space, 4500 square feet

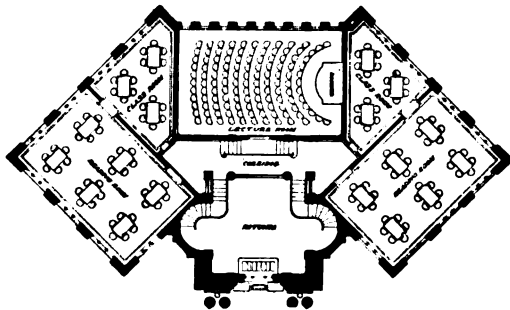
Book capacity, 30,000

Architect: A. R. Ross, New York

Corner location with reading room on each street. Book-cases on parallel lines. Assembly room over the book room is a few feet higher than other rooms on same story. This may eventually be used for an extension of the stack room.



PLAN OF FIRST FLOOR.
SCALE ONE INCH EQUALS EIGHT FEET
GLOVERSVILLE FREE LIBRARY.



PLAN OF SECOND FLOOR.
SCALE ONE INCH EQUALS EIGHT FEET
GLOVERSVILLE FREE LIBRARY.

New Jersey

East Orange Free Library

Completed 1903

Cost, \$50,000



Material: light brick and terra cotta

Length of each wing, 67 feet

Extreme depth, 75 feet. Extreme width, 93 feet

Floor space, 4300 square feet

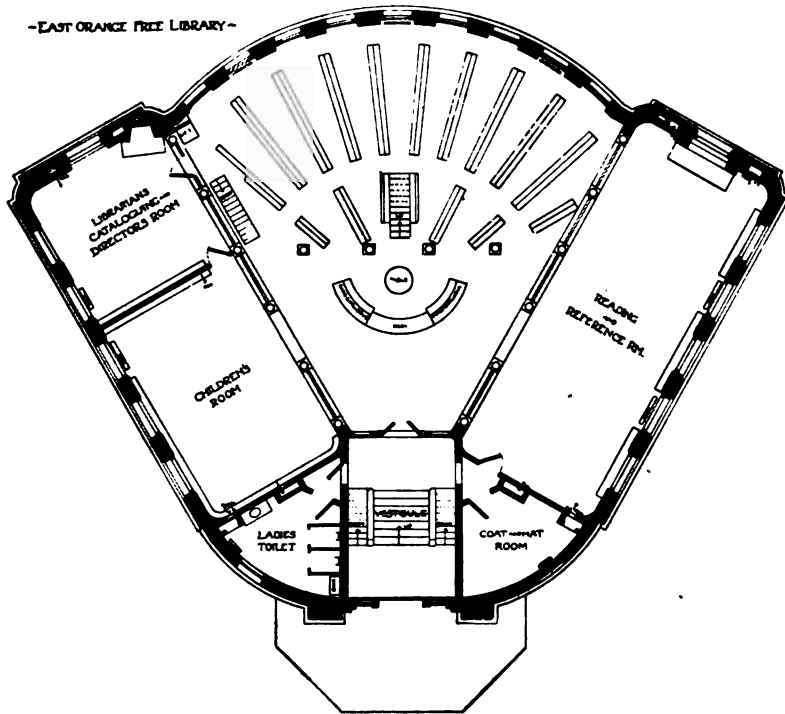
Book capacity, 25,000

Architects: Jardine, Kent and Jardine, New York

Plans conform to plot at junction of two streets. Building lighted by large windows and dome. Practically the whole interior is seen on entering, the supports of the roof being marble columns and partitions glass. A large assembly room in the basement.



East Orange Free Library



Marinette, Wisconsin

Stephenson Public Library

Completed 1903

Cost, \$27,000



Material: stone

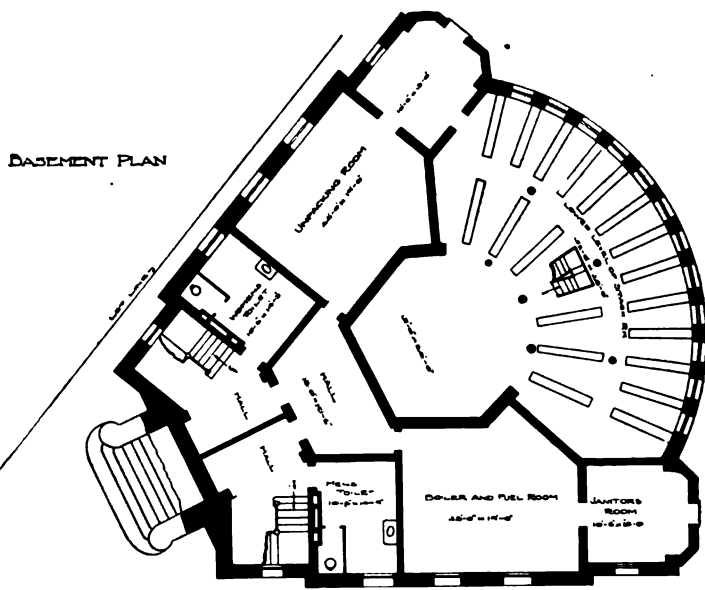
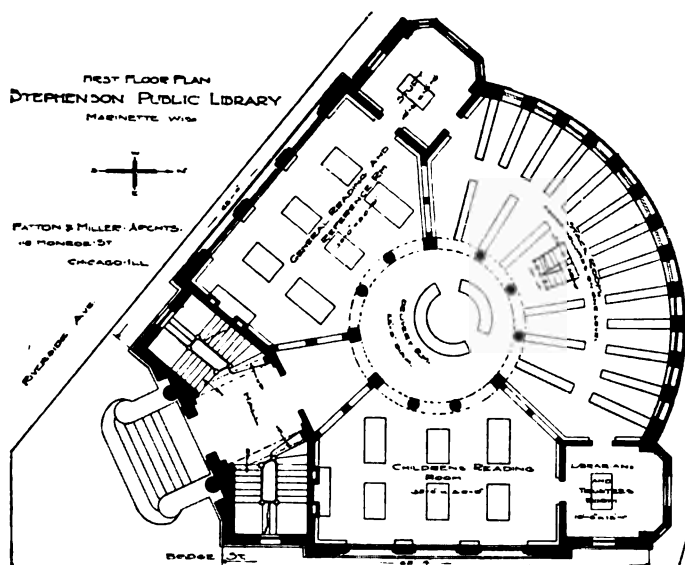
Length on each street, 60 feet

Floor space, 3600 square feet

Book capacity, 18,000

Architects: Patton and Miller, Chicago, Ill.

At junction of two streets meeting at a sharp angle. No partition between reading and delivery rooms, but line is distinctly marked by columns around center space. In the original plan two stories with assembly hall above.



New York

Brooklyn Public Library Dekalb Branch

Completed 1905

Cost, \$80,000



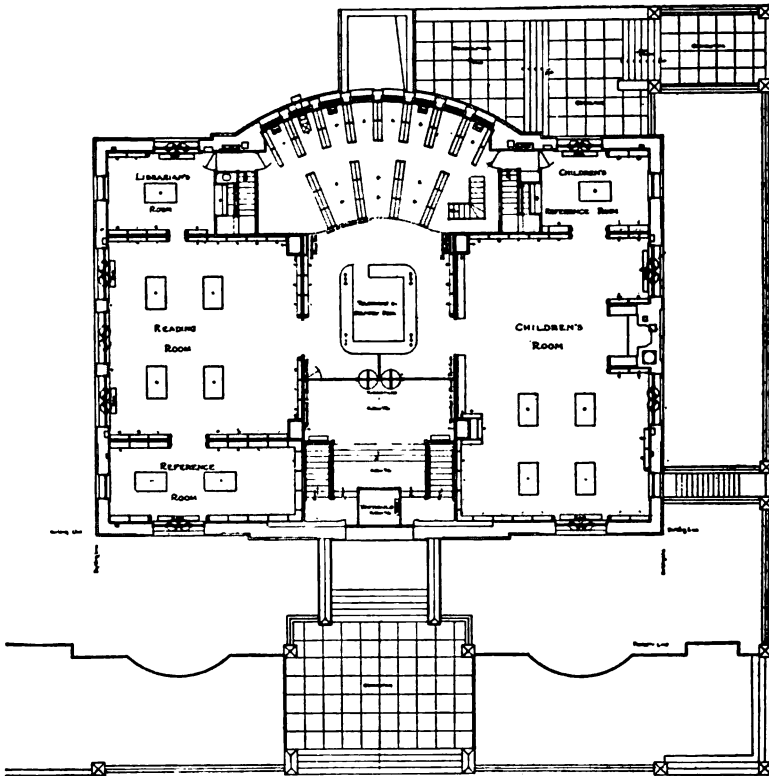
Material: brick, stone trimmings

Front, 90 feet. Depth, 83 feet

Floor space, 7200 square feet

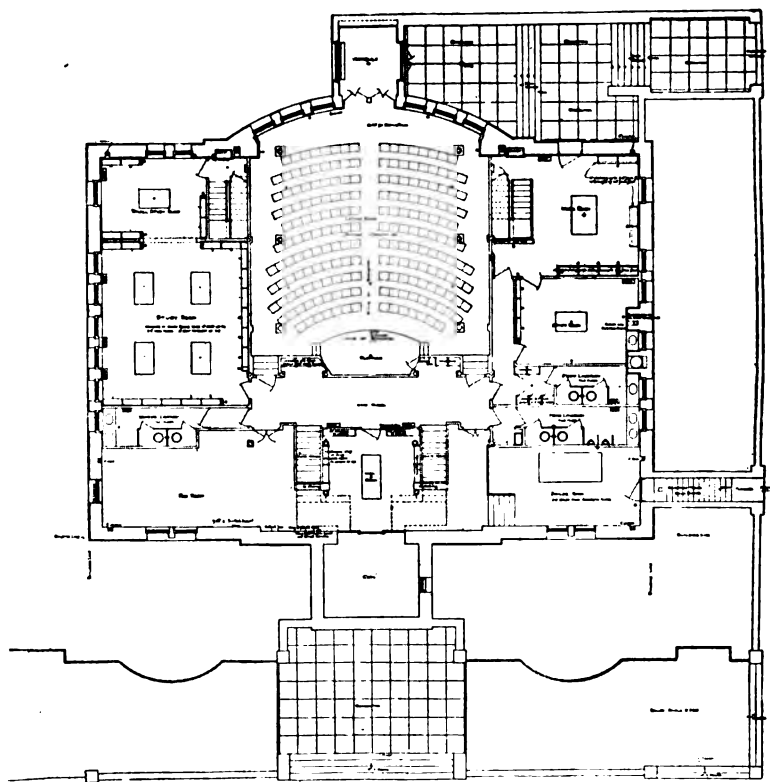
Book capacity, 20,000

Architect: W. B. Tubby, New York



Dekalb Branch Library: main floor

Partitions are 8 feet high. Those at sides of central passage are of glass in the upper half. Main floor gives the impression of one large room which is seen at a glance on entering. Assembly hall in basement.



Dekalb Branch Library: basement



Dekalb Branch Library: children's room



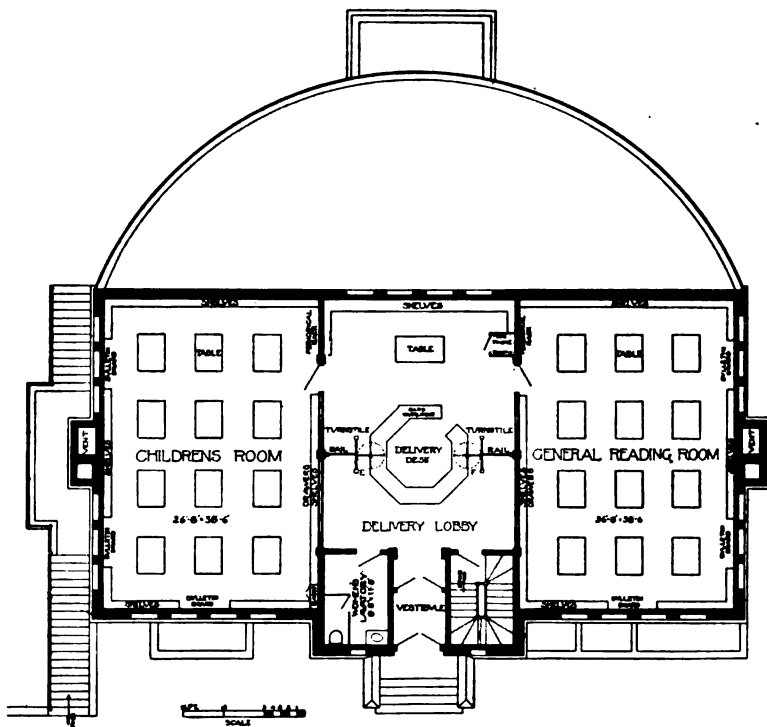
Dekalb Branch Library: delivery

Pittsburg, Pennsylvania

Carnegie Library Hazelwood Branch

Completed 1900

Cost, \$37,000



FIRST FLOOR PLAN
HAZELWOOD BRANCH CARNEGIE LIBRARY OF PITTSBURGH,
ALDEN AND HARLOW ARCHITECTS.

Material: brick, stone trimmings

Front, 80 feet. Depth, main floor, 40 feet

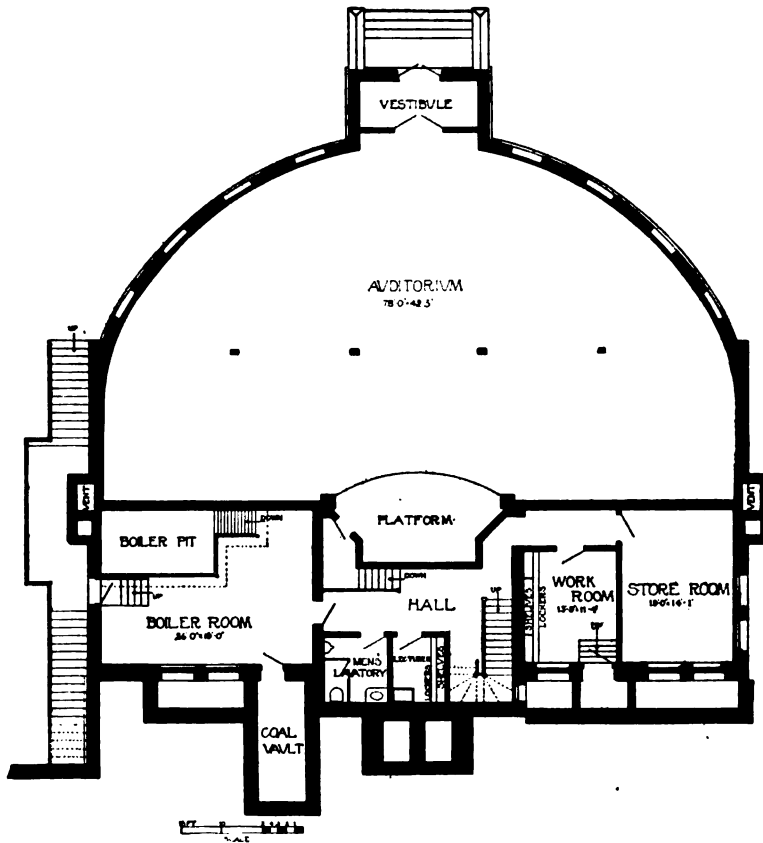
Depth, basement, 70 feet

Floor space, 3000 square feet

Book capacity, 12,000

Architects: Alden and Harlow, Pittsburg, Pa.

Books on wall shelves only. With growth a semicircular book room may be added to main floor.



BASEMENT PLAN
HAZELWOOD BRANCH. CARNEGIE LIBRARY OF PITTSBURGH.
ALDEN AND HARLOW ARCHITECTS.

Basement auditorium to seat 500. Ground slopes to the rear.



Hazelwood Branch Library



Hazelwood Branch Library: delivery lobby and reference alcove.



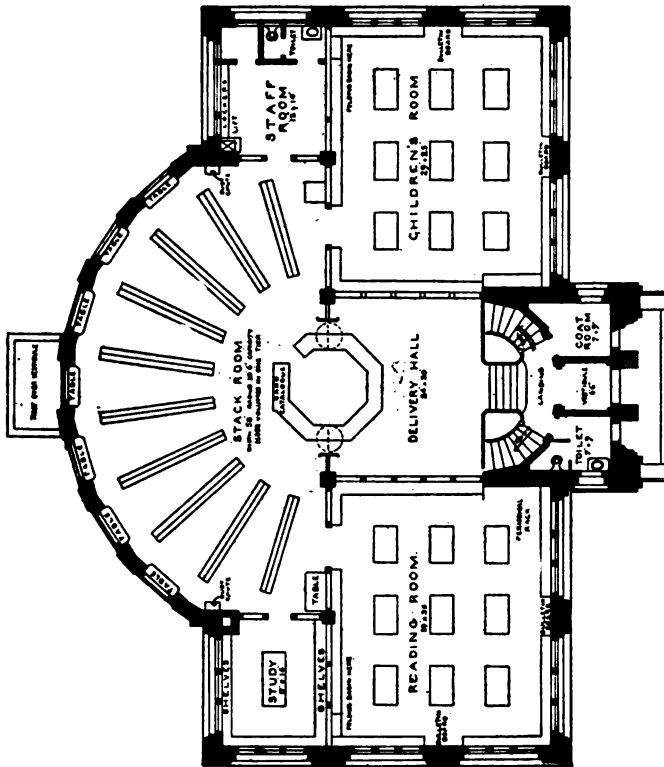
Hazelwood Branch Library: general reading room



Hazelwood Branch Library: children's room

Plan proposed for a model library building at the
Louisiana Purchase Exposition at St Louis, Mo. in 1904.

Architects: Mauran, Russell and Garden, St Louis, Mo.



Library floor plan designed for Louisiana Purchase Exposition

New York State Education Department

New York State Library

PARTIAL LIST OF PUBLICATIONS

Gaps in a series indicate that the numbers omitted are replaced by later editions or are for other reasons out of print. Bracketed prices indicate numbers nearly out of print.

ANNUAL REPORT 1819–date. All in print to 1892, *in paper 15c a volume*; 1893–date, *cloth 75c*.

No reports published for 1820–23, 1842.

Director's report 1899 (108p. 20c) 1900 (216p. 30c) 1901 (82p. 15c) 1902 (86p. 15c) 1903 (180p. 25c) 1904 (120p. 20c)

BULLETINS 1891–date. To advance subscribers 50c a year, excluding legislation.

Additions. A1 General Library, Oct. 1890. 204p. 25c.

A2 Subject Index of Law Additions, Jan. 1, 1883–Dec. 31, 1893. 304p. 35c.

A3 General Library. 854p. Sep. 1894. [\$1.50] boards.

A4 Additions to Medical Division 1895. 132p. 15c.

A5 Subject Index of Law Additions, Jan. 1, 1894–Dec. 31, 1903. 272p. 35c.

A6 Medical Serials with Bibliography of Cerebro-spinal Meningitis. 46p. Dec. 1905. 10c.

Legislation. Annual subscription \$1 payable in advance. Volumes 1–3 (each containing 5 bulletins) \$2 each unbound or \$2.25 in cloth.

L1–7, 9–11, 13, 15, 18, 21, 24, 28 Index of Legislation, 1890–date. 50c each, except \$1 for no. 11 (1899).

These are minutely classed annual indexes of new laws passed by all the states. As a decision of a state supreme court or of the United States Supreme Court declaring a statute unconstitutional is in effect equivalent to its repeal by the Legislature, a digest of such decisions is included. The votes on constitutional amendments and constitutional conventions are also given, and important provisions of new constitutions summarized.

L16, 19, 22, 25 Review of Legislation, 1901–date. 25c each.

L17, 20, 23, 27 Digest of Governors Messages, 1902–date. 25c each.

Contains a topical digest of messages of governors of all states and of related topics in the President's message.

L26 Index of New York Governors Messages, 1777–1901. 25c.

L8 State Finance Statistics, 1890 and 1895. 58p. 10c.

L12 Trend of Legislation in the United States. 40p. May 1900. 5c.

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Library School. Ls2, 11 Register 1887–96 (50p. 5c) 1887–1901 (80p. 15c)

Ls3, 6, 8, 10, 14, 17, 18 Annual report 1898 (28p. il. 5c) 1899 (30p. 5c) 1900 (36p. 5c) 1901 (28p. 5c) 1902 (30p. 10c) 1903 (30p. 10c) 1904 (24p. 5c)

Ls5 Selected Subject Bibliographies. 50p. Nov. 1899. [25c]

Ls7 Selected National Bibliographies. 34p. May 1900. [25c]

Ls12 Lecture Outlines and Problems 1. 66p. Oct. 1902. 15c.

- Ls13** English Cataloguing Rules. 50p. Nov. 1902. 10c.
Ls15 Handbook of New York State Library School, including summer course and library handwriting. 68p. il. Oct. 1903. 15c.
Ls16 Material for Course in Reference Study. 116p. Oct. 1903. 20c.
Ls19 Indexing. 72p. May 1905. 15c.
Ls20 Lecture Outlines and Problems 2. 104p. June 1905. 15c.
Ls21 United States Government Documents. 80p. Mar. 1906. 15c.

Ls22 Library Building Plans. 60p. Oct. 1906. 25c.

Bibliography. Mostly original bibliographies presented by Library School students as a condition of graduation.

Volume 1, cloth \$1.50, lacking no. 5; unbound \$1.25, lacking nos. 5, 15-17

- Bb1** Guide to the Study of J. A. M. Whistler. 16p. May 1895. 25c.
Bb2-4 Colonial New England; Travel in North America; History of the 17th Century. 80p. July 1897. 15c.
Bb6-8 Japan; Venice; Out-of-door Books. 64p. Feb. 1898. 10c.
Bb9-11 Netherlands; Renaissance Art; History of Latter Half of 15th Century. 128p. Ap. 1898. 15c.
Bb12 Best Books of 1897. 28p. [25c]
Bb13 Fairy Tales for Children. 30p. June 1898. [25c]
Bb14 Index to Subject Bibliographies in Library Bulletins to Dec. 31, 1897. 62p. 10c.
Bb18 Best Books of 1898. 28p. 5c.
Bb19 College Libraries in the United States. 52p. Dec. 1899. 10c.
Bb20 House Decoration and Furnishing. 20p. Dec. 1899. 5c.

Volume 2, cloth \$1.50; unbound \$1.25

- Bb21** Best Books of 1899. 28p. 5c.
Bb22 Domestic Economy. 144p. Jan. 1901. 15c.
Bb23 Connecticut Local History. 114p. Dec. 1900. 15c.
Bb24 New York Colonial History. 274p. Feb. 1901. 35c.
Bb25 China and the Far East. 122p. Mar. 1901. 20c.
Bb26-27 Fröbel and the Kindergarten; Reading List for Children's Librarians. 92p. May 1901. 15c. *Bb27 separately 5c.*
Bb28 Maine Local History. 148p. June 1901. 20c.
Bb29 Best Books of 1900. 32p. 10c.
Bb30 Class List of a \$500 Library Recommended for Schools. Ed. 3. 82p. July 1901. 15c.

Volume 3, 50c to advance subscribers

- Bb31** Monopolies and Trusts in America. 38p. Oct. 1901. 10c.
Bb32 Biography for Young People. 60p. Nov. 1901. 15c.
Bb33 French Government Serials. 72p. Jan. 1902. 15c.
Bb34 Best Books of 1901. 30p. 10c.
Bb35 Best Books of 1902. 36p. 10c.
Bb36 Cataloguers Reference Books. 186p. Nov. 1903. 25c.
Bb37 Best Books of 1903. 46p. 10c.
Bb38 Ethics. 36p. Ap. 1905. 10c.
Bb39 Best Books of 1904. 46p. 10c.
Bb40 Best Books of 1905. 44p. 10c.

-Volume 4

- Bb41** Florence. 44p, Sep. 1906. 10c.

New York State Library

Library Science

Bulletin 115

LIBRARY SCHOOL 24

20th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1906

	PAGE		PAGE
Calendar 1905-6.....	176	The outlook.....	184
Work of the year.....	177	Appropriations	184
Attendance	177	New quarters.....	184
List of students 1905-6.....	178	Curriculum	184
Special instruction.....	179	Alumni	186
Staff instruction.....	179	New York State Library School	
Changes in courses of study...	179	Association	186
Annual visit to other libraries.	179	Alumni lectureship.....	187
Bibliographies	180	American Library Association.	188
Commencement	181	Positions filled 1906.....	188
Credentials	181	Notes and news.....	190
Degrees and diplomas.....	181	A. L. A. committee on library	
Summer session.....	181	training	190
Faculty	182	Publications	191
Lecturers 1906.....	183	Index	193

ALBANY

NEW YORK STATE EDUCATION DEPARTMENT

1907

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STATE OF NEW YORK
EDUCATION DEPARTMENT

Regents of the University

With years when terms expire

1913	WITELAW REID M.A. LL.D. <i>Chancellor</i>	-	-	New York
1917	ST CLAIR MCKELWAY M.A. LL.D. <i>Vice Chancellor</i>			Brooklyn
1908	DANIEL BEACH Ph.D. LL.D.	-	-	Watkins
1914	PLINY T. SEXTON LL.B. LL.D.	-	-	Palmyra
1912	T. GUILFORD SMITH M.A. C.E. LL.D.	-	-	Buffalo
1918	WILLIAM NOTTINGHAM M.A. Ph.D. LL.D.	-	-	Syracuse
1910	CHARLES A. GARDINER Ph.D. L.H.D. LL.D. D.C.L.			New York
1915	ALBERT VANDER VEER M.D. M.A. Ph.D. LL.D.	-	-	Albany
1911	EDWARD LAUTERBACH M.A. LL.D.	-	-	New York
1909	EUGENE A. PHILBIN LL.B. LL.D.	-	-	New York
1916	LUCIAN L. SHEDDEN LL.B.	-	-	Plattsburg

Commissioner of Education

ANDREW S. DRAPER LL.B. LL.D.

Assistant Commissioners

HOWARD J. ROGERS M.A. LL.D. *First Assistant*
EDWARD J. GOODWIN Lit.D. L.H.D. *Second Assistant*
AUGUSTUS S. DOWNING M.A. Pd.D. LL.D. *Third Assistant*

Secretary to the Commissioner

HARLAN H. HORNER B.A.

Director of State Library

EDWIN H. ANDERSON M.A.

Director of Science and State Museum

JOHN M. CLARKE Ph.D. LL.D.

Chiefs of Divisions

Accounts, WILLIAM MASON
Attendance, JAMES D. SULLIVAN
Educational Extension, WILLIAM R. EASTMAN M.A. M.L.S.
Examinations, CHARLES F. WHELOCK B.S. LL.D.
Inspections, FRANK H. WOOD M.A.
Law, THOMAS E. FINEGAN M.A.
School Libraries, CHARLES E. FITCH L.H.D.
Statistics, HIRAM C. CASE
Visual Instruction, DE LANCEY M. ELLIS

Albany, N. Y., May 6, 1907

Hon. Andrew S. Draper
Commissioner of Education

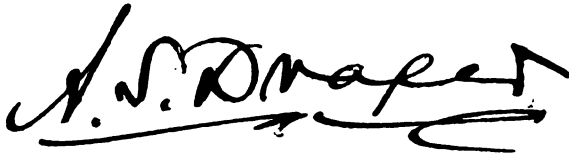
DEAR SIR: I have the honor to transmit herewith and recommend for publication the 20th annual report of the New York State Library School covering the year 1906.

Very respectfully

EDWIN H. ANDERSON
Director

State of New York
Education Department
COMMISSIONER'S ROOM

Approved for publication this 9th day of May 1907

A handwritten signature in dark ink, appearing to read 'A. S. Draper', with a long, sweeping horizontal flourish underneath.

Commissioner of Education

Calendar 1905-6

1905		General	
October		4	School opened Wednesday a.m.
November		7	Election day, holiday, Tuesday
"	29 Dec.	4	Thanksgiving recess, Wednesday noon to Monday p.m.
December		5	Lectures began Tuesday a.m.
"		21	Christmas recess began Thursday noon
1906			
January		3	Lectures began Wednesday a.m.
February		12	Lincoln's birthday, holiday, Monday
"		22	Washington's birthday, holiday, Thursday
April		9	Spring recess began Monday
"		18	Lectures began Wednesday a.m.
May		30	Memorial day, holiday, Wednesday
June		16	Commencement, Saturday a.m.
"		19-29	Visit to New England libraries

1905		Examinations	
November		29	Accession department work, Wednesday a.m.
December		21	Elementary classification, Thursday a.m.
1906			
January		31	Elementary bibliography, Wednesday a.m.
April		4	Advanced bibliography, Wednesday a.m.
"		5	Advanced cataloguing, Thursday a.m.
"		6	Library buildings, Friday a.m.
"		7	Elementary cataloguing, Saturday a.m.
May		24	Shelf department work, Thursday a.m.
June		11	Advanced reference and selection of books, Monday a.m.
"		12	Advanced classification, Tuesday a.m.
"		12	Elementary reference, Tuesday p.m.
"		13	Founding and government, Wednesday a.m.
"		13	Loan department work, Wednesday p.m.
"		14	History of libraries, Thursday a.m.
"		14	Printing and binding, Thursday p.m.

New York State Library

Bulletin 115

LIBRARY SCHOOL 24

20th ANNUAL REPORT OF LIBRARY SCHOOL 1906

For the year ending September 30, 1906, the Director has the honor to report on the New York State Library School as follows:

The year covered by this report has been one of dual administration. When the present Director took charge of the school on January 1, 1906 the instructional work of the year was three months advanced (though with no provision for two important courses), the program had been arranged, the nonresident lecturers had been selected and the administrative routine was proceeding smoothly, despite the fact that the school had been for eight months without the Vice Director, its active, executive head. That no greater disturbance and confusion resulted from opening the year's work with three important vacancies in the faculty is due to the admirable organization of routine and material effected by the retiring Vice Director during her 18 years service, supplemented by the zeal and loyalty of the other members of the faculty, who cheerfully assumed additional duties and responsibilities until the vacancies were filled and the work provided for.

Work of the year

Attendance. The 20th school year opened Wednesday, October 4, 1905. 17 seniors and 27 juniors were enrolled, from 16 states and 1 foreign country. New York furnished 21 students.

Among the 44 students 36 colleges were represented, Vassar sending 5, Smith College and Syracuse University 4 each, Cornell and Michigan Universities 3 each, Wellesley College and the Western College for Women, Boston, Nebraska and Stanford Universities 2 each. 2 students held 2 degrees each.

14 of the 44 students (7 seniors and 7 juniors) had library experience before entering. 4 of these seniors gained further experience between the junior and senior years and 5 seniors who did not previously have this advantage acquired it at this time.

While our school is maintained primarily for New York State and extra tuition is charged to outside students, since its foundation 316 students have come from 28 other states and from Canada, England, Australia, Germany, Holland, Norway and Sweden.

List of students 1905-6

Seniors, class of 1906

Alexander, William Hall, Cossayuna, N.Y. B.A. (Colgate) 1904
 Beal, Minnie Martha, Ypsilanti, Mich. Graduate Michigan State Normal College 1893; B.A. (Michigan) 1901
 Eastwood, Mary Edna, Albany, N.Y. B.A. (Vassar) 1890
 Eaton, Annie Thaxter, New York city. B.A. (Smith) 1903
 Gamwell, Lillian May, Providence, R.I. B.A. (Brown) 1902, M.A. 1904
 Goodrich, Francis Lee Dewey, Ann Arbor, Mich. B.A. (Michigan) 1903
 Henry, Eugenia May, Oxford, N. J. B.A. (Smith) 1904
 Herron, Winifred Arria, Albany, N.Y. Boston University 1892-93
 Hiss, Sophie Knowlton, Baltimore, Md. B.A. (Smith) 1904
 Knowlton, Julia Clemma, Syracuse, N.Y. Ph.B. (Syracuse) 1904
 Leonard, Mabel E., Albany, N.Y. B.A. (Wellesley) 1899
 Mulliken, Clara A., Lincoln, Neb. B.A. (Nebraska) 1900
 Nelson, Esther, Salt Lake City, Utah. B.A. (Utah) 1899
 Nerney, May Childs, Albany, N.Y. B.A. (Cornell) 1902
 O'Neill, Grace, Albany, N.Y. B.A. (Cornell) 1904
 Thomas, Helen M., Greeley, Col. B.A. (Wellesley) 1904
 Walter, Frank Keller, Point Pleasant, Pa. B.A. (Haverford) 1899. M.A. 1900; George Washington University 1903-4

Juniors, class of 1907

Bailey, Louis Jonathan, Ontario, N.Y. B.S. (Rochester) 1905
 Boswell, Jessie Partridge, Cincinnati, O. Cincinnati University 1897-1900; B.A. (Michigan) 1902
 Brown, Mary Gilbert, Elmira, N.Y. B.A. (Elmira) 1895
 Carr, Georgina Everett, Melrose, Mass. B.A. (Boston) 1905
 Compton, Charles Herrick, Lincoln, Neb. B.A. (Nebraska) 1901
 Coulter, Edith Margaret, Salinas, Cal. B.A. (Stanford) 1905
 Foley, Margaret Baker, New York city. B.L. (Smith) 1890; Collège de France 1892-93
 Hadley, Chalmers, Mooresville, Ind. B.L. (Earlham) 1896
 Hemans, Ida May, Auburn, N.Y. B.A. (Vassar) 1894
 Hillis, Julia Eunice, Albany, N.Y. B.L. (Syracuse) 1905
 Holding, Anna Lucille, Albany, N.Y. B.A. (Oberlin) 1901; West Virginia University Summer School 1902, 1903
 Jordan, Grace, Fayetteville, Ark. B.A. (Arkansas) 1905
 Kildal, Arne, Kristiania, Norway. Ph.B. (Det kongelige norske Frederiks universitet, Kristiania) 1904
 King, Julia Eleanor, Warrensburg, N.Y. B.A. (Vassar) 1905
 Lathrop, Helen, Palo Alto, Cal. B.A. (Stanford) 1902
 Merritt, Louisa Flanders, Malone, N.Y. B.A. (Cornell) 1904

Metz, Corinne Ann, Newark, O. Western College for Women 1899-1900; B.L. (Denison) 1903
 Murch, Philura Eveline, Coburg, Or. B.A. (Oregon) 1887; Radcliffe 1897-98
 Neef, Harriet Camilla, Elmira, N.Y. B.A. (Vassar) 1897
 Nunn, Janet Hume, Minneapolis, Minn. B.L. (Minnesota) 1883; California University 1900-1; Wisconsin University June-August 1903
 Rider, Arthur Fremont, Syracuse, N.Y. Ph.B. (Syracuse) 1905
 Rowley, Edith, Stockton, N.Y. B.A. (Allegheny) 1905
 Scott, Carrie Emma, Mooresville, Ind. De Pauw University 1893-94; B.A. (Indiana) 1898
 Spencer, Irma May, Utica, N.Y. B.A. (Vassar) 1905
 Steffa, Julia, Pomona, Cal. B.S. (Pomona) 1900
 Ward, Ruth Leora, Watertown, N.Y. B.A. (Syracuse) 1900
 Wright, Jane, Cincinnati, O. B.A. (Western College for Women) 1895; McMicken University 1896-97

Special instruction. Individual instruction in cataloguing and classification was given in May and June to Miss Muriel Brown-Sermon, proctor in St Agnes School, Albany, who was preparing for a position in the library of the General Theological Seminary in New York.

Staff instruction. Eight State Library assistants increased their efficiency by taking courses in the school, on their own time. No charge is made for such tuition since the library benefits so directly by the increased usefulness of the staff members. Ten courses were chosen.

Changes in courses of study 1906. The course in advanced dictionary cataloguing was omitted, to be combined in future with the junior work in this subject.

The course in printing was given by Miss Elva L. Bascom, of the State Library staff, who, besides five years technical experience in a publishing house, has for several years done editorial work on the library publications, being for a part of that time directly in charge of the library printing.

The course in indexing was transferred from junior to senior year and was made elective.

The study of library buildings, a senior course of 12 lectures with problem work and supplemented by visits (for observation and notes) to library buildings in Albany, Troy and Schenectady, will be increased by a junior course of 6 lectures dealing with fundamental and general considerations and having small buildings and libraries specially in view.

Annual visit to other libraries. The 15th annual library visit (being the eighth biennial visit to New England libraries) which

generally has been made in April, was this year postponed till June 19-29, to enable those students who wished, to attend the A.L.A. meeting at Narragansett Pier.

Thirty-two students with Miss Corinne Bacon as instructor in charge visited the leading libraries in Boston and its vicinity Springfield, Hartford, Worcester and Providence and 20 students attended the A.L.A. meeting.

Bibliographies. A complete list of graduation bibliographies through April 1902 was printed in the last Register (Library School bulletin 11) p.53-58.

A list of manuscript bibliographies and indexes in the State Library, September 30, 1905, including Library School graduation bibliographies not at that time in print, may be found in table P2 of the State Library Report for 1905.

The following original bibliographies required for graduation were added to the collection during the year.

Avery, Maurice H. New Hampshire local history (on cards and sheets)

Bacon, Corinne. Immortality (on cards and sheets)

Barr, Charles J. John Dryden (on cards)

Bascom, Elva L. Reading list on library administration (on sheets)

Cook, W. Burt, Jr. Bibliography of hereditary patriotic societies of the United States (on cards)

Eaton, Annie T. Children's reading list on art and artists (on cards)

Gamwell, Lillian M. Gardens and gardening (on cards)

Gilson, Marjary L. George John Romanes (on cards)

Goodrich, Francis L. D. The Old Northwest; a reading list (on sheets)

Goodrich, Nathaniel L. Prose fiction. Printed in the *Bulletin of Bibliography*, beginning with July 1906.

Hansen, Nicholas, Goodwin, John E. & Hirshberg, Herbert S. Bibliography of bibliographies in English 1890-1904 (on cards)

Henry, Eugenia M. Child labor (on cards)

Hiss, Sophie K. Esperanto (on cards)

Knowlton, Julia C. Reading list on popular zoology (on cards)

Leonard, Mabel E. Bibliography of education for 1905 (89p.)

Prepared in collaboration with J. I. Wyer, Jr. Reprinted from the *Educational Review*, September-October 1906. 32:165-206. 228-74.

McCollough, Ethel F. Reading list on Sweden, Norway and Denmark (on sheets)

- Mann, Olive L. Bibliography of the blind (on cards)
Mulliken, Clara A. Modern dramatists (on cards). To be printed in the *Bulletin of Bibliography*.
Nelson, Esther. Bibliography of Mormonism (on cards)
Rose, Ernestine. Bibliography of Roman private life (on sheets)
Solis-Cohen, Leon M. Radio-activity and radium; a partial bibliography (on cards)
Thomas, Helen M. List of titles on ranch life (on sheets)
Walter, Frank K. Select list of books and pamphlets printed in and relating to Northampton, Mass. 1671-1904 (on cards)

Commencement. Graduating exercises were held in room 31 of the State Library on Saturday, June 16, at 11 o'clock in the morning. The commencement address was delivered by Hon. Andrew S. Draper, the Commissioner of Education, who also presented the diplomas.

Credentials. There were issued during the year 387 examination pass cards, each card for a different student or subject, 411 instructor's pass cards, 13 certificates of completion of one year of work, and the following diplomas and degrees.

Degrees and diplomas. Degrees and diplomas were conferred on 1 each of the classes of 1895, 1896, 1897, 1899, 1902 and 1903, on 2 each of the classes of 1898, 1901 and 1904, on 3 of the class of 1905 and on 8 of the class of 1906 as follows:

Degree of M. L. S. James Ingersoll Wyer, Jr 1898.

Degree of B. L. S. with honor. Elva Lucile Bascom 1901, Alice Lyman 1901, Corinne Bacon 1903, Leon M. Solis-Cohen 1905.

Degree of B. L. S. George Greenman Champlin 1895, Euphemia Kipp Corwin 1896, William Burt Cook, Jr 1898, Arnold Johan Ferdinand van Laer 1899, Olive Louise Mann 1902, Nathaniel Lewis Goodrich 1904, Ethel Farquhar McCollough 1904, Annie Thaxter Eaton 1905, Marjary Lawrence Gilson 1905, and on the following members of the class of 1906: Lillian May Gamwell, Francis Lee Dewey Goodrich, Eugenia May Henry, Sophie Knowlton Hiss, Julia Clemma Knowlton, Mabel E. Leonard, Esther Nelson, Frank Keller Walter.

Diploma. Jennie Dorcas Fellows 1897.

The degree of master of library science was conferred this year for the first time.

Summer session. The summer course was omitted in 1906 because of the resignation from the faculty of Mrs Fairchild, who was to have been in charge.

The summer session will be resumed in 1907 when it is planned

to give a general course intended particularly for the library workers of New York State. Its purpose is not to make trained librarians from those entirely without previous experience. This is impossible in the six weeks given to the summer session. The course is for those who already hold library positions or are under definite written appointment to such positions, and who never have had opportunity for professional instruction. It aims to increase the efficiency of the many small libraries in the State that can not afford trained librarians and yet are large and important enough to be greatly benefited by this opportunity.

The faculty. The year began with two serious vacancies in the faculty due to the resignation of Mrs S. C. Fairchild, Vice Director and Mr D. V. R. Johnston, instructor in reference and bookbinding while the resignation of the Director, Mr Melvil Dewey, had been submitted, to take effect January 1, 1906.

Mrs Fairchild's duties were temporarily assumed by other members of the faculty, Miss Florence Woodworth taking general charge of the executive work and Miss Corinne Bacon of the program, the library seminar and certain miscellaneous lectures. The course in selection of books was carried throughout the year by Miss Martha T. Wheeler, who has for some years been closely associated with Mrs Fairchild in this work, and Miss Edna M. Sanderson conducted the general correspondence. On January 1, 1906 the vacancies were filled by the appointment of Mr E. H. Anderson as Director and Mr J. I. Wyer, Jr as Vice Director, the latter taking over the courses in reference work and bookbinding.

The faculty as constituted at present is as follows:

Edwin Hatfield Anderson M.A. (Wabash) *Director*. Lecturer on library administration, 1906-

James Ingersoll Wyer, Jr, M.L.S. (N.Y.) *Vice Director*. Instructor in bookbinding, public documents, reference work, 1906-

Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A.(Amherst) Instructor in bibliography, advanced classification, history of libraries and printing, 1887-

Ada Alice Jones, *Secretary of faculty*. Instructor in advanced cataloguing, 1888-

William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-

Martha Thorne Wheeler. Instructor in selection of books, indexing, 1895-

Corinne Bacon (Packer Collegiate Institute) B.L.S. (N.Y.) Instructor in elementary cataloguing, elementary classification, library seminar, order and accession, shelf and loan department work, in charge of summer course, 1903-

Edna May Sanderson B.A. (Wellesley) *Registrar*, 1905-

Lecturers 1906

Aside from the faculty, 25 persons gave 96 lectures as follows:

LECTURER	POSITION	NO. LEC.	SUBJECT
Ahern, Mary E.	Editor of <i>Public Libraries</i>	1	Being a librarian
Avery, Myrtilla.	Assistant N.Y. State Division of Educational Extension	1	Business aspects of librarianship
		1	Work of the Division of Educational Extension
		1	Classification and cataloguing of pictures
Bailey, L. H.	Director of the College of Agriculture, Cornell University	1	Value and selection of nature literature
Bascom, Elva L.	Assistant in reference section, N.Y. State Library	9	Printing
Beal, Minnie M.	Assistant in charge of Library for the Blind, N.Y. State Library	1	Work for the blind
Champlin, G. G.	Sublibrarian (reference) N.Y. State Library	1	Patents
Chivers, Cedric.	Bookbinder	3	Bookbinding
Dana, J. C.	Librarian Free Public Library, Newark, N. J.	1	What the library may do for the community
		1	Publicity (relation of the library to the press)
		1	Japanese prints
Davis, Mary L.	Librarian Public Library, Troy, N.Y.	3	Maps; their importance and care
Dewey, Melvil.	Ex-director N.Y. State Library	1	Introduction to course in elementary classification
		10	Qualifications of a librarian
		1	Library schools
		3	American Library Association
		1	State associations
		25	Library administration
		1	Auction catalogues; discounts
Goodrich, N. L.	Sublibrarian (accession) N.Y. State Library	1	Law libraries
Griswold, S. B.	Ex-librarian N.Y. State Law Library	1	Law books in a public library
Hawley, Mary E.	Assistant cataloguer John Crerar Library, Chicago	1	Swiss and German libraries
Hill, F. P.	Librarian Public Library, Brooklyn, N.Y.	1	Effect of library training
		1	Branch libraries
		1	Library administration
Hoagland, Merica.	Indiana library organizer	1	Library development in Indiana
Hunt, Clara W.	Superintendent children's department, Brooklyn Public Library	1	The successful children's librarian
		1	Selection of books for the children's room
		1	First 100 books for the children's room
		1	Some problems of administration
		1	Personal relations of the staff with the children
Lord, Isabel E.	Librarian Pratt Institute	3	Book buying (Alumni lectures)
Nerney, May C.	Assistant in charge history section, N.Y. State Library	2	Genealogy and local history
Peck, A. L.	Librarian Gloversville (N.Y.) Free Library	1	Book buying
		1	Book importing
Plummer, Mary W.	Director Pratt Institute Library School	1	Development of public libraries
		1	Reading of poetry for boys and girls

LECTURER	POSITION	NO. LEC.	SUBJECT
Robbins, Mary E. . .	Director library department, Simmons College	1	Work of a library organizer
Rodgers, Anna H. . .	Librarian Pruyn Library, Albany, N. Y.	1	Simmons College Loan department: Browne system
Shedlock, Marie L. . .	English lecturer	1	Art of story-telling
van Laer, A. J. P. . .	Archivist N. Y. State Library	2	Educational value of fairy tales Manuscripts
Whitten, R. H.	Sociology librarian N. Y. State Library	1	Work of a legislative librarian

The outlook

The following extract from the minutes of the meeting of the Regents of the University of the State of New York, held on December 14, 1905 will be of interest to friends of the school:

Voted, That the announcement be made that it is the purpose to maintain the Library School permanently upon the highest practicable plan of efficiency and usefulness, and that for the time being the supervision of the Library School be devolved upon the Director of the State Library.

Appropriations. As a confirmation of this gratifying declaration of purpose, the appropriation for the school was made by the Legislature and signed by the Governor without change from the figures recommended by the Education Department. The budget carries a direct appropriation of \$7900 for the school during the coming year, and further reappropriates tuition fees to the amount of \$3000. In addition to this the facilities of the State Library are available for the use of the school as heretofore.

New quarters. On May 31, 1906, Gov. Frank W. Higgins signed the bill providing for the erection of a building for the use of the State Education Department, including the State Library. An appropriation was made of \$400,000 to acquire a site and to provide for incidental expenses in securing plans; and the bill further provides that the additional sum of \$3,500,000 shall be appropriated when suitable plans are presented to the Legislature with bids from responsible contractors. This building will provide ample quarters for the Library School. It is hoped that it will be ready for use in three years.

The curriculum. During the year under review some changes in the curriculum have been decided upon which it is proper to note here, though they will not go into effect until the school year 1906-7. In making these changes two things have been sought: first to bring into the course of study more work bearing directly

upon the conduct of public libraries both large and small and especially to emphasize the broader and more general phases of their management which call for executive and administrative ability; second to introduce into the senior year, in a small way as yet, the opportunity to elect a part of the advanced work, thus giving slightly greater freedom to those who may have become specially interested in certain subjects or kinds of work.

As Albany offers slight advantages for the study of public libraries at work, the first aim must be secured by bringing to the school librarians of successful experience, not for an hour's casual visit but for formal instruction on subjects in which their work is notable and which have been selected to complement the work of the regular faculty. Specifically these changes are the addition of courses of study on administration of small libraries, children's work and library buildings in the junior year and on government documents and administration of large libraries in the senior year. The curriculum has been made more definite by calculating as exactly as possible the number of hours which the student is expected to spend on *each* course in lectures, preparation and examination.

The courses of study as now constituted are as follows:

Junior year		Hour value including lectures, preparation and examinations	
Administrative			
Administration of small libraries.....	25		
American libraries.....	10		
Children's work.....	12		
Library buildings.....	12		
Library seminar.....	30		
Library visit.....	85		
Outside lectures.....	25		199
Bibliographic			
National bibliography.....	93		
Reference work.....	123		
Selection of books.....	380		596
Practice work.....			100
Technical			
Accession work.....	34		
Bookbinding.....	15		
Cataloguing.....	283		
Classification.....	77		

Loan work.....	28	
Notes and samples.....	50	
Printing.....	15	
Shelf work.....	23	525
		<hr/>
Total.....		1 420
Senior year		
Administrative		
Library seminar.....	35	
Library visit.....	83	
Outside lectures.....	25	143
Bibliographic		
Government documents.....	45	
History of libraries.....	20	
Original bibliography.....	200	
Selection of books.....	330	
Subject bibliography.....	75	670
Practice work.....		115
Technical		
Cataloguing.....	150	
Classification.....	60	
Notes and samples.....	50	260
Total.....		<hr/> 1 188

The courses listed in the above senior schedule, covering 1188 hours, are required. Of the courses in the following list, 100 hours to be elected by senior students are also required.

	Hour value in- cluding lectures, preparation and examinations
Administration of large libraries.....	25
Bibliographic practice work.....	50-100
Indexing.....	20
Library buildings.....	40
Practice work in cataloguing.....	100
Reference work.....	63

The alumni

New York State Library School Association. 65 of the 179 members of the association were present at the 13th annual meeting held at Narragansett Pier June 30. A letter from the retiring secretary-treasurer was read, giving a statement of the financial condition of the association and of the arrears in the matter of dues. It was

voted that. after due notification, members who had not paid dues for three years be dropped from the roll. The Director of the school made a brief address on the conditions and future prospects of the school and announced the receipt during the year of the first specific appropriation from the State Legislature, an amount of from \$10,000 to \$11,000. The Vice Director followed with a written address giving a fuller statement of conditions and proposed changes.

The following officers were elected for the coming year:

President, Arthur Low Bailey, '98, B.L.S. librarian Wilmington (Del.) Institute Free Library

First vice president, Mary Medlicott, '89, reference librarian Springfield (Mass.) City Library Association

Second vice president, Isadore Gilbert Mudge, '00, Ph.B. B.L.S. librarian Bryn Mawr College

Secretary-treasurer, Bessie Sargeant Smith, '97, B.A. B.L.S. librarian Carnegie-Stout Free Library, Dubuque, Ia.

Executive board

The officers and Caroline Melvin Underhill, '89, librarian Utica (N.Y.) Public Library; Alice Bertha Kroeger, '91, librarian Drexel Institute; Herbert Simon Hirshberg, '05. B.A. assistant Carnegie Library, Pittsburg, Pa.

Advisory committee on Library School

1905-8 Isabel Ely Lord, '97, B.L.S. librarian Pratt Institute Free Library, *chairman*

1906-9 Judson Toll Jennings, '97, director's assistant New York State Library

1904-7 Mrs Pauline Gertrude (Wiggin) Leonard, '02, B.L. M.A. B.L.S. librarian University of West Virginia

Alumni lectureship. The 10th course provided by the alumni association consisted of three lectures on book buying, delivered June 7-8, 1906 by Miss Isabel Ely Lord B.L.S. 1897, librarian of Pratt Institute Free Library.

Ten years' experience first as head of Bryn Mawr College Library and then of the Pratt Institute Free Library, which is both a technical and a popular collection, has given Miss Lord an unusual range of experience in book buying. The lectures, revised, are printed in *Library Journal*, January-February 1907, 32:3-11. 56-64 and will be reprinted in an appropriate cover for distribution to members of the alumni association.

American Library Association. The interest of the students in the work of the national association is shown by the fact that 223 of the 473 matriculated students are members of the American Library Association, and the 1906 conference at Narragansett Pier was attended by 118. This record is exceeded only by that of the Magnolia meeting in 1902 when there were 133 New York State Library School students present, the classes in the school that year attending the conference as part of their annual visit.

Positions filled 1906

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1890		
Harvey, Elizabeth.....	Assistant.....	Winona Technical Institute, Indianapolis, Ind.
1891		
Crawford, Esther.....	In charge of cataloguing and classification	Nebraska University Library
Dexter, Lydia A.....	Cataloguer.....	Private library of Charles J. Barnes, Chicago
1892		
Anderson, E. H.....	Director.....	New York State Library
	Director.....	New York State Library School
Jones, Mary L.....	In charge.....	California University Summer School for Librarians
1893		
Sheldon, Helen G.....	Instructor.....	California University Summer School for Librarians
1894		
Bullock, Edna D.....	Cataloguer.....	Rockefeller Institute for Med- ical Research, New York
Hawes, Clara S.....		With G. & C. Merriam Co., publishers, Springfield, Mass.
1895		
McGuffey, Margaret D.	Secretary to librarian.....	Library of Congress
1896		
Biscoe, Ellen D.....	Instructor.....	Drexel Institute Library School
Herron, Winifred A.....	Classifier and cataloguer.....	Hoosac School Library, Hoo- sick, N.Y.
	Cataloguer.....	Private library of Rev. E. D. Tibbits, Hoosick, N.Y.
	Cataloguer.....	St. Agnes School Library, Al- bany, N.Y.
	Assistant.....	Troy (N.Y.) Public Library
1897		
Hopkins, Julia A.....	Lecturer on classification.....	Wisconsin Summer School for Library Training
1898		
Brown, Edna A.....	Librarian.....	Memorial Hall Library, Ando- ver, Mass.
Imhoff, Ono M.....	Assistant librarian, legislative refer- ence room	Wisconsin Free Library Com- mission, Madison
Wyer, J. I., Jr.....	Reference librarian.....	New York State Library
	Vice Director.....	New York State Library School
1899		
McCall, Catharine ..	Classifier and cataloguer.....	Skene Memorial Library, Grif- fin Corners, N.Y.
	Classifier and cataloguer.....	St. Johnsville (N.Y.) Public Library
1900		
Fatout, Nellie B.....	First assistant, Pacific branch.....	Brooklyn Public Library
Goulding, P. S.....	Catalogue librarian.....	University of Illinois
1901		
Keller, H. Rex.....	Second assistant.....	Utica (N.Y.) Public Library
	Cataloguer.....	Colgate University Library
Maltbie, Anne L.....	Classifier and cataloguer.....	Manchester (Ct.) Public Li- brary
Phelps, Anna F.....	Head instructor.....	Winona Technical Institute Library School, Indianapolis, Ind.

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Sanderson, Edna M....	Registrar.....	New York State Library School
Springer, May Z.... (Mrs A. G. W. Childs)	Assistant cataloguer.....	Indiana State Library
Vough*, Sabra W.....	Instructor.....	Chautauqua Library School
1903		
Hawkins, E. Jean....	Cataloguer museum library.....	Brooklyn Institute of Arts and Sciences
Lamb, Eliza.....	Classifier and cataloguer.....	Saratoga Athenaeum
Mann, Olive L.....	General substitute.....	Utica (N.Y.) Public Library
	Assistant.....	Lilly Library Association, Florence, Mass.
1903		
Barnes, W. L.....	Assistant librarian.....	Colorado University Library
Brown, Zaidée M.....	Assistant librarian.....	Brookline (Mass.) Public Li- brary
Hazeltine, Alice I....	First assistant, children's depart- ment	Carnegie Library, Pittsburg, Pa.
Jenks, E. M.....	Applied science reference librarian.	Pratt Institute
Perry, E. R.....	General assistant.....	New York Public Library
Wyer, M. G.....	Resident director.....	Iowa Summer School for Li- brary Training
1904		
Leupp, H. L.....	Superintendent of and buyer for retail and library departments	Chicago University Press
Pearson, E. L.....	Assistant, copyright division.....	Library of Congress
Peck, Harriet R.....	Assistant instructor.....	Chautauqua Library School
Spafford, Martha E....	Cataloguer.....	Potsdam (N.Y.) Public Library
Wead, M. Eunice.....	Assistant in charge of cataloguing.	Smith College Library
Whitbeck, Mrs Alice.. (Glover)	Instructor.....	California University Summer School for Librarians
1905		
Avery, M. H.....	Assistant, Smithsonian division....	Library of Congress
Blanchard, Alice A....	Children's librarian.....	Seattle (Wash.) Public Library
Craig, Clara L.....	Reference librarian.....	Nebraska University Library
Ernst, Marie A..... (Mrs J. L. Phillips)	Cataloguer.....	Virginia Polytechnic Institute, Blacksburg, Va.
Frost, Elizabeth R....	Assistant cataloguer.....	Carnegie Library, Pittsburg, Pa.
Gilson, Marjary L....	Chief of school libraries department	Newark (N.J.) Free Public Library
Goodwin, J. B.....	Chief assistant.....	Stanford University Library
Hansen, Nicholas....	Classifier and cataloguer.....	Private library of Edward Lauterbach, New York
Harron, Mrs Julia.... (Scotfield)	Assistant in selection and annota- tion	New York State Library
Hirschberg, H. S.....	Assistant, circulating department..	Carnegie Library, Pittsburg, Pa.
Jewett, W. K.....	Assistant librarian.....	Weather Bureau, Washington
	Senior assistant.....	John Crerar Library, Chicago
	Librarian.....	Nebraska University Library
Linn, Mrs Frances.... (Burns)	Librarian.....	Santa Barbara (Cal.) Public Library
McKee, Alice D.....	Cataloguer.....	Michigan University Library
	Librarian.....	Beatrice (Neb.) Free Public Library
Mitchell, S. Louise....	Assistant.....	Cleveland (O.) Public Library
	Librarian.....	Central High School, Clevel- and, O.
Nerney, May C.....	Director's secretary.....	New York State Library
Solis-Cohen, L. M.....	Classifier and cataloguer.....	Private library of Edward Lauterbach, New York
	Assistant in charge of Brownsville branch	Brooklyn Public Library
1906		
Boswell, Jessie P....	Cataloguer.....	Michigan University Library
Dresser, Annie S....	Assistant.....	Troy (N.Y.) Public Library
	Classifier and cataloguer.....	Historical and Philosophical Society of Ohio Library
	Classifier and cataloguer.....	Glendale (O.) Lyceum
Gamwell, Lillian M....	Librarian.....	George Maxwell Memorial Li- brary, Rockville, Ct.
Goodrich, F. L. D....	Assistant.....	New York State Library
	Assistant reference librarian.....	John Crerar Library, Chicago
Henry, Eugenia M....	Assistant.....	Clark University Library
Knowlton, Julia C....	Assistant.....	New York State Library
	Assistant.....	Milton (Mass.) Public Library
Leonard, Mabel E....	Assistant.....	New York State Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Montgomery, Florence P.	Assistant cataloguer.....	Forbes Library, Northampton, Mass.
	Cataloguer and general assistant..	Roswell P. Flower Memorial Library, Watertown, N.Y.
Mulliken, Clara A.....	Reference librarian and head of loan department	Rosenberg Library Association, Galveston, Tex.
Nelson, Esther.....	Librarian.....	Utah University
O'Neill, Grace.....	Classifier and cataloguer.....	Watervliet (N.Y.) Public School Library
	Assistant, catalogue division.....	Library of Congress
Thomas, Helen M.....	Reference assistant.....	Michigan University Library
Walter, Frank K.....	Assistant, reference department...	Brooklyn Public Library
1907		
Bailey, L. J.....	Assistant.....	New York State Library
Compton, C. H.....	Assistant, Visual Instruction Division	New York State Education Department
	Librarian.....	Y. M. C. A., Albany, N.Y.
Hadley, Chalmers....	Assistant instructor.....	Winona (Ind.) Summer School for Librarians
Hemans, Ida M.....	Classifier and cataloguer.....	Naples (N.Y.) High School Library
Hillis, Julia E.....	Assistant, Visual Instruction Division	New York State Education Department
Holding, Anna L.....	Temporary assistant, East Liberty branch	Carnegie Library, Pittsburg, Pa.
King, Julia E.....	Librarian.....	Bronxville (N.Y.) Public Library
Lathrop, Helen.....	Assistant to director.....	Training School for Children's Librarians, Carnegie Library, Pittsburg, Pa.
Murch, Philura E.....	Assistant.....	Portland (Or.) Library Association
Nunn, Janet H.....	Cataloguer.....	Bar Association Library, Hartford, Ct.
	Classifier and cataloguer.....	Morton Memorial Library, Pine Hill, N.Y.
Rowley, Edith.....	Librarian.....	Allegheny College
Scott, Carrie E.....	Assistant to supervisor of school library work	Carnegie Library, Pittsburg, Pa.
Spencer, Irma M.....	Assistant.....	Vassar College Library
Wright, Jane.....	Art librarian.....	Cincinnati Museum Association

Notes and news

A. L. A. committee on library training. The committee of the American Library Association on library training for 1906 was composed of one member of the faculty of a library school, Miss Mary W. Plummer, chairman; one member of a state library commission, Mr Henry E. Legler; one library trustee, Mr William C. Kimball; one librarian of a college library, Mr Azariah S. Root; one librarian of a public library, Mr John C. Dana; and three graduates of library schools engaged in library work, Miss Isabel E. Lord, Miss Eleanor Roper and Miss Grace D. Rose.

Three members of this committee, Miss Plummer, Miss Lord and Mr Dana, visited this school during the year.

The report of the committee submitted to the A.L.A. at the Narragansett Pier conference [*Library Journal*, Aug. 1906, 31: C175-77] related to desirable standards to be maintained by library schools as to entrance requirements, instruction, tests, credentials and curriculum.

Publications. Apart from purely routine and administrative printing the following items either designed primarily for use in the school or the work of its students, have been published during the year.

United States government documents; by J. I. Wyer, Jr. 8op.
(Library School bulletin no. 21)

The alumni lectures in 1905. Considers the production, nature, acquisition, arrangement in libraries, classification, cataloguing and use of the printed documents of our government. Reviewed in *Library Journal*, May 1906, 31:233 and *Dial*, May 1, 1906, 40:283.

Reading list on Florence; by E. R. Perry. 44p. (Bibliography bulletin no. 41)

Submitted as one of the requirements for graduation from the Library School. 200 carefully chosen references, with critical and descriptive notes, are classified under convenient headings relating to the history, government, description and especially the art of Florence.

An informal account of the Library School by the Vice Director, giving a brief resume of its history and a statement of present conditions and distinguishing characteristics, with a closing paragraph on the plans and prospects for the future of the school, was printed in *Public Libraries*, Mar. 1906, 11:121-23. The same number of *Public Libraries* contained "A recent New York graduate's views" of the school by Leon M. Solis-Cohen, '05.

Respectfully submitted

EDWIN H. ANDERSON

Director

State Library, April 8, 1907

INDEX

A. L. A. committee on library training, 190
 Alumni, 186-87
 Alumni lectureship, 187
 American Library Association, students' interest in work of, 188
 Anderson, E. H., appointed Director, 182
 Appropriations, 184
 Attendance, 177

B. L. S. degree conferred, 181
 Bibliographies, 180-81

Calendar 1905-6, 176'
 Certificates, number issued, 181
 Commencement, 181
 Courses of study, changes in 1906, 179; 1906-7, 184-86
 Credentials, number issued, 181

Degrees, conferred, 181
 Dewey, Melvil, resignation, 182
 Dictionary cataloging, advanced, course omitted, 179
 Diplomas conferred, 181

Electives, indexing, 179; in senior year, 185

Faculty, 182-83
 Fairchild, Mrs S. C., resignation, 182

Honor degrees conferred, 181

Indexing, course transferred to senior year, 179

Johnston, D. V. R., resignation, 182
 Junior year, course of study, 185-86

Juniors, number, 177; class of 1907, 178-79

Lecturers, 183-84

Library buildings, course on study of, 179

Library School, appropriations, 184; continuance, 184; new quarters, 184; outlook, 184-86; supervision by Director of State Library, 184

Library training, A. L. A. committee on, 190

M. L. S. degree conferred, 181

New York State Library School Association, 186-87

Pass cards, number issued, 181

Positions filled, 188-90

Printing, course in, 179

Private instruction, 179

Publications, 191

Senior year, course of study, 186

Seniors, number, 177; class of 1906, 178

Special instruction, 179

Staff instruction, 179

Students, attendance, 177; classes, 177; colleges represented, 177; from other states and countries, 178; list, 178-79; positions filled, 188-90

Summer session, 181-82

Visit to other libraries, 179-80

Wyer, J. I., appointed Vice Director, 182

New York State Education Department

New York State Library

PARTIAL LIST OF PUBLICATIONS

Gaps in a series indicate that the numbers omitted are replaced by later editions or are for other reasons out of print. Bracketed prices indicate numbers nearly out of print.

ANNUAL REPORT 1819–date. All in print to 1892, *in paper*; 1893–date, *cloth*.

No reports published for 1820–23, 1842.

Director's report 1899 (108p.) 1900 (216p.) 1901 (84p.) 1902 (88p.) 1903 (182p.) 1904 (122p.) Statistical report 1905 (48p.) Director's report 1906 (52p.)

BULLETINS 1891–date. To advance subscribers *50c a year*, excluding legislation.

Additions, A1 General library, Oct. 1890. 204p. 25c.

A2 Subject index of law additions, Jan. 1, 1883–Dec. 31, 1893. 304p. 35c.

A3 General library, Sept. 1894. 854p. [*\$1.50*] boards.

A4 Additions to medical division 1895. 132p. 15c.

A5 Subject index of law additions, Jan. 1, 1894–Dec. 31, 1903. 272p. 35c.

A6 Medical serials, with bibliography of cerebro-spinal meningitis. 46p. Dec. 1905. 10c.

Legislation. Annual subscription *\$1 payable in advance*. Volumes 1–3 (each containing 5 bulletins) *\$2 each unbound or \$2.25 in cloth*.

L1–7, 9–11, 13, 15, 18, 21, 24, 28, 32 Index of legislation 1890–date. *50c each, except \$1 for no. 11 (1899)*.

These are minutely classed *annual* indexes of new laws passed by all the states. As a decision of a state supreme court or of the United States Supreme Court declaring a statute unconstitutional is in effect equivalent to its repeal by the Legislature, a digest of such decisions is included. The votes on constitutional amendments and constitutional conventions are also given, and important provisions of new constitutions summarized.

L16, 19, 22, 25, 29 Review of legislation 1901–date. 25c each.

L17, 20, 23, 27, 31 Digest of governors messages 1902–date. 25c each.

Contains a topical digest of messages of governors of all states and of related topics in the President's message.

L26 Index of New York governors messages 1777–1901. 25c.

L8 State finance statistics 1890 and 1895. 58p. 10c.

L12 Trend of legislation in the United States. 40p. May 1900. 5c.

L14 Taxation of corporations in New York, Massachusetts, Pennsylvania and New Jersey. 198p. May 1901. 25c.

L30 Legislative reference lists 1906. 44p.

Contains lists on life insurance, direct nominations, employment of blind and inheritance.

Library School. Ls2, 11 Register 1887–96 (50p. 5c) 1887–1901 (80p. 15c)

Ls3, 6, 8, 10, 14, 17, 18, 23, 24 Annual report 1898 (28p. il.) 1899 (30p.) 1900 (36p.) 1901 (28p.) 1902 (30p.) 1903 (30p.) 1904 (24p.) 1905 (32p.) 1906 (24p.)

Ls5 Selected subject bibliographies. 50p. Nov. 1899. [25c]

Ls7 Selected national bibliographies. 34p. May 1900. [25c]

Ls12 Lecture outlines and problems 1. 66p. Oct. 1902. 15c.

STATE OF NEW YORK
EDUCATION DEPARTMENT

Regents of the University

With years when terms expire

1913	WHITELAW REID M.A. LL.D. D.C.L. <i>Chancellor</i>	New York
1917	ST CLAIR MCKELWAY M.A. LL.D. <i>Vice Chancellor</i>	Brooklyn
1919	DANIEL BEACH Ph.D. LL.D.	Watkins
1914	PLINY T. SEXTON LL.B. LL.D.	Palmyra
1912	T. GUILFORD SMITH M.A. C.E. LL.D. . . .	Buffalo
1918	WILLIAM NOTTINGHAM M.A. Ph.D. LL.D. .	Syracuse
1910	CHARLES A. GARDINER Ph.D. L.H.D. LL.D. D.C.L.	New York
1915	ALBERT VANDER VEER M.D. M.A. Ph.D. LL.D. .	Albany
1911	EDWARD LAUTERBACH M.A. LL.D.	New York
1909	EUGENE A. PHILBIN LL.B. LL.D.	New York
1916	LUCIAN L. SHEDDEN LL.B.	Plattsburg

Commissioner of Education

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AUGUSTUS S. DOWNING M.A. Pd.D. LL.D. *Third Assistant*

Director of State Library

EDWIN H. ANDERSON M.A.

Director of Science and State Museum

JOHN M. CLARKE Ph.D. LL.D.

Chiefs of Divisions

Administration, HARLAN H. HORNER B.A.
Attendance, JAMES D. SULLIVAN
Educational Extension, WILLIAM R. EASTMAN M.A. M.L.S.
Examinations, CHARLES F. WHELOCK B.S. LL.D.
Inspections, FRANK H. WOOD M.A.
Law, THOMAS E. FINEGAN M.A.
School Libraries, CHARLES E. FITCH L.H.D.
Statistics, HIRAM C. CASE
Visual Instruction, DeLANCEY M. ELLIS

State Library, Albany, N. Y., December 18, 1907

Hon. Andrew S. Draper
Commissioner of Education

DEAR SIR: I have the honor to transmit herewith and recommend for publication the 21st annual report of the New York State Library School for the year ending September 30, 1907. This report was prepared by the Vice Director of the School, to whom much credit is due for the successful administration of the School during the period covered.

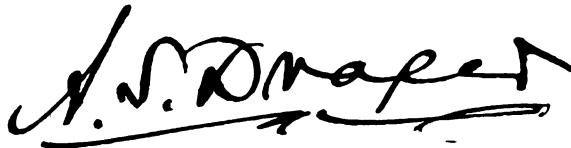
Very respectfully

EDWIN H. ANDERSON

Director

State of New York
Education Department
COMMISSIONER'S ROOM

Approved for publication this 24th day of December 1907

A handwritten signature in dark ink, appearing to read 'A. S. Draper', with a long horizontal flourish underneath.

Commissioner of Education

Calendar 1906-7

1906		General	
May	28-29	Entrance examinations	
October	3	School opened Wednesday a.m.	
November	6	Election day, holiday	
" 28-Dec.	3	Thanksgiving recess, Wednesday noon to Monday p.m.	
December	4	Lectures began Tuesday a.m.	
"	21	Christmas recess began Friday p.m.	
1907			
January	3	Lectures began Thursday a.m.	
February	12	Lincoln's birthday, holiday, Tuesday	
"	22	Washington's birthday, holiday, Friday	
April	9-22	Visit to New York, Philadelphia and Washington libraries	
"	23	Lectures began Tuesday a.m.	
May	30	Decoration day, holiday, Thursday	
June 5-July	17	Summer session, Wednesday a.m. to Wednesday p.m.	
June	28	Commencement, Friday a.m.	
1906		Examinations	
November	28	Elementary classification, Wednesday a.m.	
December	17	Elementary bibliography, Monday a.m.	
1907			
March	30	Advanced cataloguing, Saturday a.m.	
April	2	Indexing, Tuesday a.m.	
"	3	Loan work and library buildings, Wednesday a.m.	
"	4	Advanced bibliography, Thursday a.m.	
"	5	Accession work, Friday a.m.	
"	6	Shelf work, Saturday a.m.	
June	20	Book selection, Thursday a.m.	
"	22	Elementary cataloguing, Saturday a.m.	
"	24	History of libraries, advanced reference and government documents, Monday a.m.	
"	25	Advanced classification, Tuesday a.m.	
"	25	Bookbinding and printing, Tuesday p.m.	
"	26	Elementary reference, Wednesday a.m.	
"	27	Elementary administration, Thursday a.m.	

New York State Library

Bulletin 118

LIBRARY SCHOOL 28

21st ANNUAL REPORT OF LIBRARY SCHOOL 1907

The report on the New York State Library School for the year ending September 30, 1907, is as follows:

Work of the year

Attendance. The 21st school year opened Wednesday, October 3, 1906. Forty-four regularly matriculated students were registered for work during the year, 15 seniors and 29 juniors. Of this number New York State furnished 21 while 23 came from 12 other states, the District of Columbia and Norway.

Among the 44 students 29 colleges were represented, Vassar sending 6. Cornell 5, Smith 3, Elmira, Pomona, Denison and Woman's College of Baltimore 2 each. 3 students held 2 degrees each.

While the school is maintained primarily for New York State and extra tuition is charged to outside students, since its foundation 334 students have come from 31 other states and from Canada, England, Australia, Germany, Holland, Norway and Sweden.

List of students 1906-7

Seniors, class of 1907

Bailey, Louis Jonathan, Ontario, N.Y. B.S. (Rochester) 1905
Brown, Mary Gilbert, Elmira, N.Y. B.A. (Elmira) 1895
Coulter, Edith Margaret, Salinas, Cal. B.A. (Stanford) 1905
Dinsmoor, Kate Elizabeth, Lawrence, Kan. B.A. (University of Kansas) 1903
Eastwood, Mary Edna, Albany, N.Y. B.A. (Vassar) 1899
Hillis, Julia Eunice, Albany, N.Y. B.L. (Syracuse) 1905
Holding, Anna Lucille, Albany, N.Y. B.A. (Oberlin) 1901; West Virginia University Summer School 1902, 1903
Kildal, Arne, Kristiana, Norway. Ph.B. (Det kongelige norske Frederiks universitet, Kristiana) 1904
Lewis, George Lothrop, Gorham, Me. B.A. (Bowdoin) 1901; M.A. 1903
Merritt, Louisa Flanders, Malone, N.Y. B.A. (Cornell) 1904
Metz, Corinne Ann, Newark, O. Western College for Women 1899-1900; B.L. (Denison) 1903

Nelson, Peter, Albany, N.Y. B.A. (Union) 1898
 Nerney, May Childs, Albany, N.Y. B.A. (Cornell) 1902
 Steffa, Julia, Pomona, Cal. B.S. (Pomona) 1900
 Vitz, Carl Peter Paul, Cleveland, O. B.A. (Adelbert) 1904; Western Reserve University Library School 1904-5

Juniors, class of 1908

Adsit, Rachel Lionne, Voorheesville, N.Y. B.A. (Vassar) 1906
 Coffin, Helen, Albany, N.Y. B.A. (Cornell) 1906
 Fay, Lucy Ella, Knoxville, Tenn. B.A. (Newcomb Memorial College) 1895; M.A. (University of Texas) 1901
 Fifield, Winnifred Faye, Los Angeles, Cal. B.L. (Pomona) 1906
 Hart, Fanny, New York City. B.A. (Vassar) 1898; Teachers College, Columbia University, 1898-99
 Hektoen, Dr Martin, Westby, Wis. B.A. (Luther) 1895; M.D. (Rush Medical College) 1899
 Hooker, David Ashley, Fort Edward, N. Y. Rollins College, 1896-98; B.A. (Middlebury) 1906
 Hulburd, Annabel Amanda, Brasher Falls, N.Y. Oberlin College, 1895-97; B.A. (Cornell) 1901
 Joslyn, Rosamond, Buffalo, N.Y. B.S. (Elmira) 1902
 Kimball, Florence Belle, Hudson, Mass. B.A. (Boston University) 1903; Amherst College Summer School of Library Economy, 1902
 Lathrop, John Ely, Westfield, N.J. B.A. (Yale) 1906
 McGirr, Alice Thurston, Pittsburg, Pa. B.A. (Vassar) 1906
 Marquand, Fannie Elsie, Mt Vernon, N.Y. B.A. (Wellesley) 1906
 Moore, Dora, Parkersburg, W.Va. Ph.B. (Denison) 1903; West Virginia University Summer School of Library Science, 1905
 Paddock, Alice Moseley, Moline, Ill. B.A. (Michigan) 1901
 Porter, Charles F., Albany, N.Y. B.A. (Hamilton) 1884; Auburn Theological Seminary, 1884-87
 Ray, Frances Katharine, Albany, N.Y. Ph.B. (Cornell) 1898
 Reeves, Bertha Butler, Bridgeton, N.J. B.A. (Smith) 1899
 Roberts, Ethel Dane, Wausau, Wis. B.A. (Wooster) 1891
 Ross, Georgette, Washington, D.C. B.A. (Woman's College of Baltimore) 1899
 Rush, Charles Everett, Fairmount, Ind. B.A. (Earlham) 1905; Wisconsin Free Library Commission Summer School of Library Science, 1904
 Shaver, Mary Mumper, Hazleton, Pa. B.A. (Woman's College of Baltimore) 1906
 Smith, Elizabeth Manley, Portland, Me. B.A. (Vassar) 1902
 Smith, Fannie May, Warsaw, N.Y. B.A. (Smith) 1905
 Stebbins, Howard Leslie, Springfield, Mass. B.A. (Amherst) 1906
 Sweet, Martha Louise, Maynard, N.Y. B.A. (Smith) 1906
 Tunbridge, Helen Elizabeth, Whitesboro, N.Y. B.A. (Bryn Mawr) 1897; Radcliffe College, 1897-98
 White, Mabel Gordon, New York City. B.A. (Vassar) 1906
 Whittemore, Ruby Gertrude, Hudson, Mass. Ph.B. (University of Vermont) 1906

Staff instruction. Eight members of the staff of the New York State Library, not eligible to regular matriculation, increased their efficiency by taking 23 courses in the School, on their own time. No charge is made for such tuition since the library benefits directly by the increased usefulness of such assistants.

Changes in courses of study. The changes in the curriculum planned for the school year 1906-7 and outlined on pages 148-86 of the Report of the School for 1906, were all carried out.

Elective work

The opportunity to elect 100 hours of seior work from a total of 350 hours offered in 5 different subjects was appreciated. Every elective offered was chosen by from 2 to 10 students, the total number of courses chosen being 30.

Administration

The new course on administration of large libraries comprised the following lectures:

Mr Anderson (The administration of a large public library), 6; Mr Eastman (Founding and government), 6; Dr Putnam (The library of Congress), 2; Mr Dana (The administration of a large public library), 4; Mr Lane (The administration of a college library), 2; Miss Welles (The loan department of a large public library), 4.

In planning a course on administration of small libraries it was found difficult to secure unity and proportion without duplicating much of the work offered in other courses. The small or moderate sized public library is kept in mind constantly in all the work of the first year and the administrative aspects of loan work, cataloguing, reference etc. are covered (so far as they can be formulated) in the regular courses on these subjects. It was, during the present year, found immensely profitable to have wide-awake and competent librarians bring before the School carefully collected and presented pages from their daily experiences.

Varying points of view are always stimulating and broadening, and it will be the policy of the School to have administrative subjects presented by working librarians. The formal course will probably be confined to a general consideration of the administration of a library as a whole, while the administrative aspects of the various departments will be covered in the proper specific courses.

Government documents

A regular senior course in government documents, in charge of the Vice Director, was offered this year for the first time. It comprised 12 lectures outlined as follows:

- 1 Scope and plan of course: local, state and national documents; their varying nature, manner of issue and importance to libraries.
- 2 Study of the documents of a representative city
- 3 " " New York State
- 4 " " Massachusetts
- 5 United States documents: Nature and production
- 6 " Acquisition
- 7 " Arrangement and classification
- 8 " Cataloguing
- 9 " Use, indexes and catalogues
- 10-11 " Study of 18 selected sets
- 12 British parliamentary papers

Each lecture was accompanied by problems, written reports and examination of books.

Bookbinding

The Library School course in bookbinding is not meant to make bookbinders, but to teach librarians the chief points of good and bad bindings for libraries and to enable them to know a well or ill bound book at sight.

Believing that the actual binding of books will do much to secure the desired familiarity with binding processes and materials, the School has installed and equipped a miniature bindery where each student will bind one or two books, in different styles and materials, in connection with the lectures in this subject. The binding, which will be in charge of the foreman in the New York State Library bindery, who will personally superintend the student's work during laboratory periods, will be carried through the forwarding processes.

Practice work

Provision has been made for additional practice work during the senior year by offering as an elective, bibliographic work to the amount of 100 hours for each student. An abundance of such work is available through the many requests made to different departments of the library for reading lists and references.

It has been decided that hereafter at least two weeks of practical staff service in an approved library shall be expected from

every member of the senior class. It shall be rendered between the junior and senior years, unless previous library experience be accepted as an equivalent. This service need not be confined to libraries in New York State.

Annual visit to other libraries. The 16th annual visit to the libraries in and near New York, Philadelphia and Washington was made April 9-22, 1907.

Thirty-six students, accompanied by Mr Wyer and Miss Sander-son of the faculty, formed the party.

Many courtesies were extended by the different libraries visited and the profit from the trip was much increased by the admirable advance arrangements made by some of the libraries in organizing the members of their staffs as guides. Not quite so many different libraries were visited as in former years but longer time was spent in the more important ones.

Bibliographies. A complete list of graduation bibliographies through April 1902 was printed in the last Register (Library School bulletin 11) pages 53-58.

A list of manuscript bibliographies and indexes in the State Library, September 30, 1905, including Library School graduation bibliographies not at that time in print, may be found in table P2 of the State Library Report for 1905. The 20th Annual Report of the Library school for 1906 gives a supplementary list of 23 student bibliographies completed during that year.

The following original bibliographies were submitted and approved during 1907:

Bailey, Louis J. Bibliography of English biographies of printers.
Beal, Minnie M. Bibliography of New York canals and navigable waterways.

Published as part 3 in volume 2 of N. E. Whitford's *History of the Canal System of the State of New York*, a supplement to the Annual Report of the State Engineer and Surveyor of the State of New York for 1905.

Brown, Mary G. Bibliography of education for 1906.

Prepared in collaboration with J. I. Wyer, Jr. Printed in the *Educational Review*, June 1907. 34:47-93.

Coulter, Edith M. Holidays.

A revised and enlarged edition of the bibliography prepared by R. M. McCurdy, 1903. Printed in the *Bulletin of Bibliography*, Apr. 1907-Apr. 1908 . . . and separately as *Bulletin of Bibliography*, pamphlet 17. 55p.

Dinsmoor, Kate E. Bibliography of theses submitted for the master's or doctor's degree in 32 American universities in 1906.

While all the leading European countries have well established bibliographic records of this kind, there is none in America. It is planned to

continue this work each year and it is hoped that it may be printed and made available to graduate students.

Donnelly, June R. List of references on the question of federation of and within the British Empire.

Harron, Mrs. Julia S. A complete list of translations in print (1906) of foreign literature, (*belles lettres*).

Kildal, Arne. Annotated bibliography of modern Norwegian literature, 1850-1906, as represented in English translations and works of 20 authors.

Lewis, George L. Reference list on Vermont local history.

A companion work to Flagg, *Connecticut local history*. 1900. (Bibliography bul. 23), and Hall, *Maine local history*. 1901 (Bibliography bul. 28.)

Merritt, Louisa F. Detective stories.

Nerney, May C. Handlist of genealogies in the New York State Library

Steffa, Julia. Henry Irving.

Wright, Rebecca W. Biography of eminent English men and women from 1689 to 1760, as given in the catalogues of the New York State, Boston Public, Boston Athenaeum (printed), Peabody Institute and California University libraries.

Commencement. Simple informal graduating exercises were held in the Library School lecture room on Friday morning, June 28, 1907 at 11 o'clock. The Director and Vice Director spoke briefly to the School and its assembled friends, and the degree of B.L.S. was conferred upon 13 graduates.

Credentials. There were issued during the year 402 examination pass cards, each card representing a different student or subject, 411 instructor's pass cards, 6 certificates of completion of one year of work, 33 certificates of completion of work of the summer session and the following degrees:

Degree of B.L.S. The degree of bachelor of library science was conferred during the year upon the following persons: Walter Greenwood Forsyth 1893, Helen Griswold Sheldon 1893, Edna Dean Bullock 1894, Herbert Williams Denio 1894, Alice Newman Nachtmann 1895, Louise Langworthy Gage 1897, Anna Louise Morse 1897, Bessie Sargeant Smith 1897, Elisabeth Gertrude Thorne 1897, Ella Emilie Miersch 1899, Sabra Wilbur Vought 1901, June Richardson Donnelly 1903, John Edward Goodwin 1905, Julia Scofield Harron 1905, Herbert Simon Hirshberg 1905, May Childs Nerney 1905, Kate Elizabeth Dinsmoor 1906, Clara A. Mulliken 1906, and upon the following members of the class of 1907: Louis Jonathan

Bailey, Mary Gilbert Brown, Edith Margaret Coulter, Arne Kildal, George Lothrop Lewis, Louisa Flanders Merritt, Julia Steffa.

Degree of M.L.S. The degree of master of library science was conferred during the year upon William Reed Eastman, 1892, Katharine Lucinda Sharp, 1892.

Summer session. The 10th summer session, June 5-July 17, opened with an attendance of 39 students, 37 of whom entered for the whole course and 2 (from Albany libraries) for a partial course. This is the largest summer session ever held and seems to justify the return, this year, to the general course, in lieu of the special courses given in 1903-5. The general course will therefore be repeated next year, but if the demand warrants it, an attempt will be made to arrange short, highly specialized courses for more advanced students.

The attendance by states was as follows: New York 33, Massachusetts 2, New Jersey 1, Pennsylvania 1, Tennessee 1, and Texas 1.

Miss Corinne Bacon, instructor in classification, cataloguing, accession, shelf and loan work in the winter school was in charge.

78 lectures were given and 2 seminars held, 46 of which required from 2 to 4 hours technical work in connection with each lecture. The subjects were as follows:

Cataloguing 19, Miss Bacon

Classification and book numbers 13, Miss Hawkins

Organization and administration 8, Miss Freeman

Reference 7, Mr Wyer

Binding 1, Mr Wyer

Order, accession and shelf work 3, Miss Bacon

Loan systems 2, Miss Bacon

Trade bibliography 3, Mr Biscoe

Rooms and fittings 3, Mr Eastman

Book selection: .

Principles of book selection 1, Miss Bacon

Aids in book selection 1, Miss Bacon

Publishers 2, Miss Wheeler

New York best book list 1, Miss Wheeler

Selection of children's books 3, Miss Hunt

Book buying 1, Mr Peck

Book mending 1, Miss Murray

Essentials in work with children 1, Miss Hunt

Story telling 1, Miss Eaton

Facts not mentioned in annual reports 1, Mr Peck

New York State Education Department and State Library 1, Mr Anderson

Work of the Division of Educational Extension 1, Mr Eastman

Work of the Division of Visual Instruction 1, Mr Ellis

In reviewing the work of the summer session it seems likely that an attendance of 39 is rather too large to give the most profit and the best results to each individual student. The summer school students differ so widely in age, education, ability and even in library experience, that any collective handling of the students will fail of the utmost profit unless supplemented by much personal work with individuals or groups of two or three with similar interests. This sort of work takes a great deal of time, but it is probably time better spent than in the routine of revising or even some of the formal lecturing. It will perhaps seem wise hereafter to limit the number of students in the summer session to 25 or 30.

Summer session students

Class of 1907

Barrows, Grace A., general assistant High School Library, Jamestown, N.Y.

Bishop, Marion, librarian Schuylerville (N.Y.) Free Library

Boothe, Carrie St John, assistant Bond St. branch, New York Public Library

Buttler, Robert Van Arsdale, assistant librarian Rutgers College Library, New Brunswick, N.J.

Caird, Ada Elizabeth, general assistant New York Public Library

Charles, Adrienne Bruton, assistant circulating dep't New York Public Library

Cook, William T., under appointment to Y.M.C.A. Library, Albany, N.Y.

Denton, Louise, librarian Oyster Bay (N.Y.) Free Library

Dixon, Edna Adelia, assistant New York Public Library

Estwick, Lillian May, general assistant Webster branch, New York Public Library

Evans, Sarah Maud, assistant Muhlenberg branch, New York Public Library

Foshay, Florence Elizabeth, assistant New York Public Library

Fouts, Elwood Leigh, first assistant Baylor University Library, Waco, Texas

Hagerty, Nan, assistant New York Public Library

Haines, Jessie Mary, librarian Polytechnic Preparatory School Library Brooklyn, N.Y.

Haugh, Irene Elizabeth, assistant St George branch, New York Public Library

Ivimey, Faith E., assistant circulating dep't New York Public Library

Jamison, Julia, assistant Carnegie Library, Nashville, Tenn.

Knight, Jennie L., librarian in charge Clark College Library, Worcester, Mass.

McCann, Mary, assistant Pruyn Library, Albany, N.Y.

McDowell, Ruth M., assistant Olean (N.Y.) Public Library

McGann, Margaret Agnes, assistant Richards Library, Warrensburg, N.Y.

Martin, Mabelle Alice, assistant High School Library, Jamestown, N.Y.

Meulendyke, Marie J., librarian King's Daughters' Free Library, Palmyra, N.Y.

Miller, Mary C., assistant New York Public Library

Mudge, Helen Louise, assistant Olean (N.Y.) Public Library

Niles, Mary West, librarian Hay Memorial Library, Sacket Harbor, N.Y.

Power, Leonore G., assistant Harlem Library branch, New York Public Library

Robinson, Elizabeth P., assistant Schenectady (N.Y.) Public Library

Rockwood, Eunice Louise, first assistant Olean (N.Y.) Public Library

Scharfenberg, Mary Margaret, librarian Brewster (N.Y.) Library

Stevenson, Luella M., assistant reference librarian Carnegie Free Library, Braddock, Pa.

Thorne, Katharene Rogers, general assistant New York Public Library

Twichell, Julia E., assistant Memorial Hall Library, Andover, Mass.

Ulrich, Carolyn Farquhar, junior assistant Brooklyn (N.Y.) Public Library

Van Benschoten, Margaret Morgan, junior assistant Williamsburgh branch, Brooklyn Public Library

Wiernik, Bertha, assistant Brownsville branch, Brooklyn Public Library

Yetman, Grace H., assistant Tottenville branch, New York Public Library

The faculty. During the year there has been no change in the faculty, which is as follows:

Edwin Hatfield Anderson M.A. (Wabash) *Director*. Lecturer on library administration, 1906-

James Ingersoll Wyer, Jr, M.L.S. (N.Y.) *Vice Director*. Instructor in bookbinding, public documents, reference work, 1906-

Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A. (Amherst) Instructor in bibliography, advanced classification, history of libraries and printing, 1887-

Ada Alice Jones, *Secretary of faculty*. Instructor in advanced cataloguing, 1888-

William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-

Martha Thorne Wheeler. Instructor in selection of books, indexing, 1895-

Corinne Bacon (Packer Collegiate Institute) B.L.S. (N.Y.) Instructor in elementary cataloguing, elementary classification, library seminar, order and accession, shelf and loan department work, in charge of summer course, 1903-

Edna M. Sanderson B.A. (Wellesley) *Registrar*. 1905-

Lecturers 1907

Aside from the faculty, 32 persons gave 109 lectures before the school as follows:

LECTURER	POSITION	NO. LEC.	SUBJECT
Askew, Sarah B. . . .	Organizer N. J. Public Li- braries Commission	3	Work of a library commission
Avery, Myrtilla. . . .	Assistant Division of Edu- cational Extension, N. Y. State Education Dept.	1	New York State traveling li- braries and study clubs
Bascom, Elva L. . . .	Assistant in reference sec- tion, N. Y. State Library	7	Printing
Beal, Minnie M. . . .	Assistant in charge of Li- brary for the Blind, N. Y. State Library	1	Work for the blind
Bunnell, Ada.	Sublibrarian (medicine) N. Y. State Library	1	Books for a medical library
Champlin, G. G. . . .	Sublibrarian (reference) N. Y. State Library	1	Patents
Dana, J. C.	Librarian Newark (N. J.) Free Public Library	4	Administration of a large public library
aEaton, Annie T. . . .	Children's librarian Pruyn Library, Albany, N. Y.	1	Story-telling
bEllis, DeLancey M.	Chief, Division of Visual Instruction, N. Y. State Education Dep't	1	Work of the Division of Visual Instruction
Fairchild, Mrs S. C.	1	Presidents of the A. L. A.
bFreeman, Marilla W.	Reference librarian Louis- ville (Ky.) Free Public Library	5	Books on religion Essentials of organization and reorganization
Gilbert, Frank B. . . .	Law Librarian N. Y. State Library	3	Administration of the small li- brary
Hawkins, Jean.	Sublibrarian (classifica- tion) N. Y. State Li- brary	1	Arrangement and use of law li- braries
aHawkins, Jean. . . .	Sublibrarian (classifica- tion) N. Y. State Li- brary	1	Law books for a popular library Classification for small public li- braries
aHunt, Clara W. . . .	Sup't children's dep't, Brooklyn Public Li- brary	14	Classification and book numbers
Johnston, W. Daw- son	Division of Bibliography, Library of Congress	1	Essentials in library work with children
Lane, William C. . . .	Librarian Harvard Uni- versity Library	3	Selection of books for the chil- dren's library
Leipziger, Henry M.	Supervisor of free lectures, New York City Board of Education	1	Evolution of library architecture
Lord, Isabel Ely. . . .	Librarian Pratt Institute Library	1	Some characteristic features of European library collections
bMurray, Rose.	Assistant City Library, Springfield, Mass.	1	State aid to libraries
Nerney, May C.	Assistant N. Y. State Li- brary	1	Union catalogues
Olcott, Frances J. . . .	Chief children's dep't, Car- negie Library, Pittsburg	1	Famous librarians
Orcutt, William D. . .	Vice president and general manager University Press, Cambridge, Mass.	2	Administration of a college li- brary
aPeck, A. L.	Librarian Gloversville (N. Y.) Free Library	1	School extension in New York City
Putnam, Herbert. . . .	Librarian of Congress. . . .	4	Book buying
Rathbone, Frances L.	Librarian East Orange (N. J.) Free Public Library	1	Book mending
		2	Local history and genealogy
		6	The children's department in a public library
		2	Printing as an art, its evolution and its accomplishments
		1	Book buying and importing
		1	Facts not mentioned in annual reports
		2	The Library of Congress
		14	Administration of small public libraries

aTo summer school only.

bTo both summer and winter schools.

LECTURER	POSITION	NO. LEC.	SUBJECT
Shedlock, Marie L....	English lecturer	1	Stories for children
Stearns, Lutie E....	Library visitor, Wisconsin Free Library Commis- sion	1	Some western phases of library work
van Laer, A. J. F....	Archivist N.Y. State Li- brary	4	"Regulate your hurry" Manuscripts
Weitenkampf, Frank	Chief shelf dep't and cura- tor print dep't, New York Public Library	1	Care of prints
Welles, Jessie.....	Sup't of circulation, Car- negie Library, Pittsburg	4	The loan department of a public library
Wellman, H. C.....	Librarian Springfield (Mass.) City Library	2	Book illustration
Whitten, R. H.....	Sociology librarian, N. Y. State Library	1	Work of a legislative librarian

The alumni

New York State Library School Association. 56 former students of the School were present at Asheville, N.C. at the meeting of the American Library Association and over 40 attended the regular annual meeting of the Alumni Association held in the Battery Park Hotel at 8.30 p. m., May 27, 1907.

The following officers were elected for the ensuing year:

President, Charles Harvey Brown, '01, M.A. reference librarian,

The John Crerar Library, Chicago

First vice president, Mary Esther Robbins, '92, director Library School and librarian Simmons College, Boston

Second vice president, Rosalie Mumford, '04, assistant classifier University of Michigan Library, Ann Arbor

Secretary-treasurer, Bessie Sargeant Smith, '97, B.A., B.L.S. assistant librarian Public Library, Utica, N.Y.

Executive board

The officers and Faith E. Smith, '00, Ph.B. director's assistant, Training School for Children's Librarians, Pittsburg, Pa.; Harold L. Leupp, '04, B.A. University of Chicago Press; Mary B. Lindsay, '93, librarian Public Library, Evanston, Ill.

Advisory board

1905-8 Isabel Ely Lord, '97, B.I.S. librarian Pratt Institute Free Library, Brooklyn, *chairman*

1907-10 Arthur Low Bailey, '98, B.I.S. librarian Wilmington Institute Free Library, Wilmington, Del.

1906-9 Judson Toll Jennings, '97, librarian Public Library, Seattle, Wash.

Alumni lectureship. The 11th alumni lectureship was filled by Mr William Dana Orcutt of the University Press, Cambridge, Mass. and consisted of two lectures on the art of printing. The first lecture sketched the evolution of the art of printing from the written book down through the centuries as far as what may properly be called modern times. In the second lecture Mr Orcutt described the actual accomplishments of the great printers and explained their nature, importance and influence upon their own and later times. The lectures were accompanied by representation through lantern slides of many of the famous early and modern type faces and by facsimile reproductions of the title-pages and other parts of many of the masterpieces of medieval and modern typography. Among the individual printers whose work was considered were: Estienne and his *Ecclesiasticae historiae* of Eusebius, Plantin and the polyglot Bible, Elzevir and his Homer. The work of Baskerville was illustrated by his famous Virgil, of Didot by his great edition of Racine and the work of William Morris at its best by the Kelmscott Chaucer.

Positions filled October 1, 1906-September 30, 1907

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1889 Richardson, Mary A.	Assistant	Wesleyan University Library
1890 Clark, Josephine A.	Librarian	Smith College
1891 Crawford, Esther	Editor A. L. A. subject headings	A. L. A. Publishing Board, Boston
1892 Bullock, Waller I.	Chief loan librarian	Central library
Jones, Mary L.	loan dep't Substitute librarian	Carnegie Library, Pittsburg, Pa. Bryn Mawr College
1893 Sheldon, Helen G.		Experiment Station, University of California
Van Hoesen, Alma R.	Acting librarian	Ferguson Library, Stamford, Ct.
1894 McCreary, Nellie (Mrs J.W. De Laughter)	Assistant cataloguer	St Louis Public Library
1895 Barnett, Claribel R.	Librarian	Department of Agriculture, Washington
Hawks, Emma B.	Assistant librarian	Department of Agriculture, Washington
1896 Biscoe, Ellen D.	Librarian	State Normal School, Cedar Falls, Ia.
Curtis, Florence R.	Librarian	Saratoga (N.Y.) Athenaeum
Edwards, Ella M. (Mrs Dancy Ledbetter)	Librarian	Newark (N.Y.) Free Public Library
1897 Jennings, Judson T.	Director's assistant	New York State Library
Smith, Bessie S.	Assistant librarian	Utica (N.Y.) Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1900		
Earl, May.....	Assistant in charge of children's room, Bruce branch	New York Public Library
1901		
Davis, Esther M.....	In charge of library.....	Training School for Teachers, Brooklyn, N.Y.
Keller, H. Rex.....	Assistant librarian and instructor in Library School	Drexel Institute
Mathews, Mary E....	Supervisor of branches and in charge of apprentice class	Brooklyn Public Library
1902		
Hawkins, Jean.....	Sublibrarian (classification).....	New York State Library
Lamb, Eliza.....	Assistant, catalogue division.....	Library of Congress
1903		
Chapman, Grace D....	Librarian.....	Lima (O.) Public Library
Groves, Charlotte E....	Assistant, catalogue division.....	Library of Congress
Jenks, Edwin M.....	Librarian.....	Institute of Musical Art, New York
McCurdy, Robert M....	Head of order department.....	University of Illinois Library
Seligsberg, Ella R....	Assistant, classification and cataloguing departments	Columbia University Library
Tweedell, Edward D....	Assistant reference librarian.....	John Crerar Library, Chicago
Waters, Caroline E....	Assistant.....	Bureau of Chemistry Library, Department of Agriculture, Washington
"	Librarian.....	College for Women, Western Reserve University
Whittlesey, Julia M....	Acting director.....	Western Reserve University Library School
	Director.....	Western Reserve University Library School
1904		
Dickinson, A. Don....	Librarian.....	Union University
	Librarian.....	Leavenworth (Kan.) Public Library
Goodrich, Nathaniel L.	Librarian.....	University of West Virginia
Ketcham, Ethel B....	Cataloguer.....	Smith College Library
Pearson, Edmund L....	Librarian.....	Military Information Division Library, Washington
Reed, Lois A.....	Cataloguer.....	University of Illinois Library
Spafford, Martha E....	Cataloguer.....	Milton (Mass.) Public Library
	Substitute librarian.....	Southbridge (Mass.) Public Library
1905		
Eaton, Annie T.....	First assistant, Pruyn branch.....	Young Men's Association Library, Albany, N.Y.
	Children's librarian.....	Albany public library system
McKee, Alice D.....	Assistant.....	Ohio State Library
Mitchell, S. Louise....	First assistant, Broadway branch..	Cleveland (O.) Public Library
Solis-Cohen, Leon M....	Librarian, Brownsville branch....	Brooklyn Public Library
Wright, Rebecca W....	Assistant, catalogue department....	Seattle (Wash.) Public Library
1906		
Alexander, William H..	Assistant in library.....	Association of the Bar, New York
Boswell, Jessie P....	Cataloguer.....	Young Men's Mercantile Library, Cincinnati, O.
Caswell, Mary H.....	Librarian.....	Waterville (Me.) Public Library
Dinsmoor, Kate E....	Cataloguer.....	Purdue University Library
Dresser, Annie S.....	Assistant.....	Cincinnati Public Library
	Librarian, East End branch.....	Cincinnati Public Library
Goodrich, Francis L.D.	Assistant in charge of accessions...	University of Michigan Library
Henry, Eugenia M.....	Librarian.....	Attleboro (Mass.) Public Library
Hiss, Sophie K.....	Assistant, catalogue section.....	New York State Library
Judson, Katharine B..	In charge of periodical department	Seattle (Wash.) Public Library
Leonard, Mabel E....	Assistant, catalogue division.....	Library of Congress
1907		
Bailey, Louis J.....	Assistant, copyright division.....	Library of Congress
Carr, Georgina E.....	Junior assistant, circulating department	Worcester (Mass.) Free Public Library
	Assistant to the librarian.....	Union University
Coulter, Edith M.....	Head cataloguer.....	Berkeley (Cal.) Public Library
Foley, Margaret B....	In charge of reference room.....	Hartford (Ct.) Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Hadley, Chalmers . . .	Secretary and State Organizer. . .	Indiana Public Library Commission, Indianapolis
Hemans, Ida M.	Assistant, reference department. . .	Carnegie Library, Pittsburg, Pa.
Hillis, Julia E.	Assistant.	New York State Library
Holding, Anna L.	Assistant, catalogue section.	New York State Library
King, Julia E.	Assistant.	Vassar College Library
Lathrop, Helen.	Assistant reference librarian.	Stanford University
Lewis, George L.	Librarian.	Westfield (Mass.) Athenaeum
Metz, Corinne A.	Librarian.	Washington Courthouse (O.) Public Library
Neef, Harriet C.	Assistant.	Vassar College Library
Nunn, Janet H.	Librarian.	Carnegie Public Library, Kalispell, Mont.
Scott, Carrie E.	Assistant organizer.	Indiana Public Library Commission, Indianapolis
Steffa, Julia.	Acting librarian.	Pomona College
Vitz, Carl F. P.	Assistant librarian.	District of Columbia Public Library
Ward, Ruth L.	Assistant.	Williamsburgh branch Brooklyn Public Library
1908		
Hooker, D. Ashley.	Assistant.	Silas Bronson Library, Waterbury Ct.
Hulburt, Annabel A.	Assistant.	Roswell P. Flower Memorial Library, Watertown, N.Y.
Joslyn, Rosamond.	Assistant in children's department, Prospect branch	Brooklyn Public Library
Kimball, Florence B.	Classifier and cataloguer.	Groton (Mass.) Public Library
McGirr, Alice T.	Substitute assistant, circulating department	Carnegie Library, Pittsburg, Pa.
Marquand, Fanny E.	Cataloguer.	Mount Vernon (N.Y.) Public Library
Moore, Dora.	Assistant.	University of West Virginia Library
Reeves, Bertha B.	Assistant in classification and cataloguing	Colgate University Library
Ross, Georgette.	Assistant children's librarian.	District of Columbia Public Library
Smith, Elizabeth M.	Assistant.	New York State Library School
Smith, Fannie M.	Assistant, children's department, Saratoga branch.	Brooklyn Public Library
Sweet, M. Louise.	Assistant.	Roswell P. Flower Memorial Library, Watertown, N.Y.
Whittemore, R. Gertrude	Librarian.	New Hampshire College of Agriculture and Mechanic Arts, Durham, N.H.

In addition to the appointments listed in the preceding table, the following temporary paid positions were filled during the period covered by this report.

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1893		
Sutliff, Mary L.	Instructor.	University of California Summer School for Librarians
1894		
Bullock, Edna D.	Classifier and cataloguer.	Theological Seminary Library, Rochester, N. Y.
	Cataloguer.	Circulating Library, Medina, O.
1899		
McCall, Catharine.	Organizer.	Hoosick Falls (N. Y.) Public Library
1900		
Smith, Faith E.	Instructor.	Chautauqua (N. Y.) Summer Library School
1901		
Vought, Sabra W.	Instructor.	Chautauqua (N. Y.) Summer Library School

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
¹⁹⁰³ Brown, Zaidee.....	Instructor.....	Simmons College Summer Library Class, Boston
¹⁹⁰⁴ Dunham, Mary E.....	Cataloguer.....	Theological Seminary Library, Rochester, N. Y.
Peck, Harriet R.....	Organizer.....	Ghent (N. Y.) Public Library
"	Organizer.....	Dodge Memorial Library, West Chazy, N. Y.
"	Organizer.....	Corning, (N. Y.) Free Library
"	Instructor.....	McGill University Summer School for Librarians, Montreal
Whitbeck, Mrs Alice G.	Instructor.....	Simmons College, Summer Library Class, Boston
¹⁹⁰⁶ Dresser, Annie S.....	Cataloguer.....	University of California Summer School for Librarians
¹⁹⁰⁷ Brown, Mary G.....	Cataloguer.....	Private Library of Phineas S. Conner M. D., Cincinnati, O.
Coulter, Edith M.....	Organizer.....	Wimodaughasian Free Library, Canistota, N. Y.
Kildal, Arne.....	Organizer.....	Tivoli Public Library, Madalin, N. Y.
"	Cataloguer.....	Collection of incunabula of John Boyd Thacher, Albany, N. Y.
"	Instructor.....	Winona Lake (Ind.) Summer School for Librarians
Merritt, Louisa F.....	Classifier and cataloguer.....	Village School District Library, Malone, N. Y.
Nunn, Janet H.....	Cataloguer.....	Private library of Miss Laura Hoe, Tarrytown, N. Y.
Steffa, Julia.....	Assistant catalogue section.....	New York State Library
"	Classifier and cataloguer.....	San Mateo (Cal.) Public Library
Ward, Ruth L.....	Assistant.....	Circulating Dep't New York Public Library
¹⁹⁰⁸ Adsit, R. Lionne.....	Assistant.....	Newark (N.J.) Free Public Library
Pifield, Winnifred F....	Assistant.....	Roswell P. Flower Memorial Library, Watertown, N. Y.
Joslyn, Rosamond.....	Assistant.....	Chatham Square Branch, New York Public Library
Rush, Charles E.....	Assistant.....	Newark (N.J.) Free Public Library
Smith, Elizabeth M....	Assistant.....	Newark (N.J.) Free Public Library
Stebbins, Howard L....	Assistant.....	Amherst College Library

Notes and comments

A.L.A. committee on library training. Two members of the committee of the American Library Association on library training, Mr J. C. Dana and Miss Isabel E. Lord, visited this School during the year under review. The committee has prepared during the year a seven page pamphlet *Training for librarianship* which has been printed by the A.L.A. Publishing Board as *Library tract no. 9*. The pamphlet is a statement of the necessity for such training; of the agencies through which library training is now to be had in this country and an admirable summary of the attractions and advantages of library work and of the personal qualifications which should encourage or discourage would-be candidates.

Men in library work. In popular apprehension library work is woman's work and it is true that a large proportion of the thousands of library workers in the country are women, including many of the most talented and useful members of the profession. At the last annual conference of the American Library Association the total attendance numbered 478. Of these 310 were women and 168 men, but of those who are registered as chief librarians there are 79 men and 78 women. These figures furnish the reason why there is great promise and opportunity for good men in library work. Men have probably always been preferred for the chief positions, but library salaries hitherto have been so small that in library work as in teaching the rank and file have been overwhelmingly women. Within recent years however salaries have become somewhat better and coincidently, and without doubt intimately related to this fact, has come an increased and steadily growing preference for men as chief librarians. At the present moment the demand for good men to take not only the chief places but the more important subordinate ones, is far beyond the supply. The New York State Library School in 21 years has matriculated 475 students and of these 107 have been men. Six of these have died. Some have not been adapted to library work and have dropped out after a residence of a very few weeks or months. Others have been unable to resist the more alluring commercial opportunities, but of the entire number, 75 or three fourths of those still living are now actively engaged in library work. There are but two instances of men who left the work after completing the course. That so large a proportion of these men continue in the work is strong testimony to its opportunities for advancement and its reasonable pecuniary rewards. This School graduates from three to five men every year and the salaries at the beginning range from \$900 to \$1200. These figures will compare very favorably with salaries first paid to young doctors of philosophy just beginning to teach. To carry this comparison still further, it seems fair to take for granted that somewhat the same type of man that plans to go into college work as instructor and ultimately to become head of a department will be attracted to library work. A baccalaureate degree is considered essential as a prerequisite, and for the best library training in the country two years of graduate work are now required, while to secure the doctor's degree at least three years are necessary. College presidents will probably bear out the statement that there is an abundance of newly fledged doctors of philosophy anxious to take positions as instructors or assistant in-

structors in the best universities of the country at from \$600 to \$800 per annum, while a degree from the only library school that trains any considerable number of men is practically a guaranty to a reasonably competent man of an initial salary from \$900 to \$1200 per annum. The best salaries in the library field, ranging as they do from \$5000 to \$7000 are better than the professorships in the leading American universities, so that the comparison seems to favor the trained librarian as against the doctor of philosophy. It is not wholly the feeling that it is women's work that deters men from taking it up, nor the counter attractions of scholastic positions, nor the superior pecuniary opportunities which seem to await the other professions. These all have their weight, for library workers *are* mostly women, college instructors *are* mostly men, and while it is probably more difficult to establish a lucrative or even a modest practice in medicine and law, yet once a reputation is made the rewards are far larger than can ever be hoped for in library work, and the allurements of commercial life have never been stronger than at the present time, and have never held out greater opportunities of large financial reward. But a stronger reason than any or all of these is the fact that men have never thought of library work as a life work. They have known nothing of its opportunities for executive and administrative ability, for real scholarship, for high social service, of its educational relations and significance. It has been to young men a terra incognita and while college graduates have as a matter of course, gone on to graduate work in law, medicine, theology and engineering, a new profession has arisen, as yet little known and when known or thought of, somewhat contemptuously discredited by the trail of the feminine; a profession offering to certain temperaments even greater advantages for active usefulness than some of the traditional ones.

New quarters. The site of the new building for the Education Department has been cleared, an architect has been chosen and the plans have made gratifying progress during the year.

The rooms for the Library School will be located on the third floor and will include, according to present plans, a study room with provision for 100 desks, 2 lecture rooms, seminar and study room, administrative offices, a large exhibit room and library, supply room, conversation room and typewriter room with a total area of 10,000 square feet.

Publications. The following regular circulars and reports with three other titles, the work of the faculty or students of the school, have been published during the year.

19th Annual report 1905. 32p. (Library School bulletin 23)

20th Annual report 1906. 24p. (Library School bulletin 24)

Circular of information 1906-7. 8p.

Circular of information 1907-8. 12p.

Brief list of useful books on library economy. 2p.

An annotated list of 26 books and periodicals used in the regular work of the school.

Library building plans; collected by W. R. Eastman. 59p. (Library School bulletin 22)

A careful selection of 70 plans and views representing 22 actual buildings, of which 12 are in New York, 2 each in Maine and Pennsylvania, and 1 each in Canada, Connecticut, New Jersey, Wisconsin, Iowa and California. With each plan are given data as to material, dimensions, floor space, book capacity, architects, and brief comments. The bulletin is specially suggestive for small buildings costing from \$1170 to \$50,000. Reading list on Scotland; by Alice Lyman. 32p. (Bibliography bulletin 42)

Submitted as one of the requirements for graduation from the New York State Library School. 175 carefully chosen and annotated titles of popular, modern books in English on the history, description, religion, literature and art of Scotland.

Stereopticon. The lecture room has been equipped, during the year, with heavy black shades, an opaque screen 12 x 12 feet, and an automatic double dissolving electric stereopticon complete with signal.

The use of this outfit in Mr William Dawson Johnston's lectures on the development of library architecture, Mr William Dana Orcutt's on the evolution of the art of printing and in those given by the faculty on library buildings, presidents of the A.L.A., traveling pictures and lantern slides, children's work and other topics, has added much to their interest and effectiveness.

INDEX

- | | |
|--|--|
| <p>A. L. A. committee on library training, 215</p> <p>Administration, course on, 203</p> <p>Alumni, 211</p> <p>Alumni lectureship, 212</p> <p>Attendance, 201</p>
<p>B. L. S. degree conferred, 206-7</p> <p>Bibliographies, submitted and improved, 205-6</p> <p>Bookbinding, course in, 204</p>
<p>Calendar 1906-7, 200</p> <p>Certificates, number issued, 206</p> <p>Commencement, 206</p> <p>Courses of study, changes in, 203</p> <p>Credentials, number issued, 206</p>
<p>Degrees conferred, 206-7</p>
<p>Elective work, 203</p>
<p>Faculty, 209</p>
<p>Government documents, senior course in, 204</p>
<p>Juniors, number, 201; class of 1908, 202</p> | <p>Lecturers, 210-11</p> <p>Library School, new quarters, 217</p> <p>Library training, A. L. A. committee on, 215</p>
<p>M. L. S. degree conferred, 207</p> <p>Men in library work, 216-17</p>
<p>New York State Library School Association, 211</p>
<p>Pass cards, number issued, 206</p> <p>Positions filled, 212-15</p> <p>Practice work, 204-5</p> <p>Publications, 218</p>
<p>Seniors, number, 201; class of 1907, 201-2</p> <p>Staff instruction, 203</p> <p>Students, attendance, 201; classes, 201; colleges represented, 201; from other states and countries, 201; list, 201-2; number, 201; positions filled, 212-15</p> <p>Summer session, 207-8; students, 208-9</p>
<p>Visit to other libraries, 205</p> |
|--|--|

New York State Education Department

New York State Library

PARTIAL LIST OF PUBLICATIONS

Gaps in a series indicate that the numbers omitted are replaced by later editions or are for other reasons out of print. Bracketed prices indicate numbers nearly out of print.

ANNUAL REPORT 1819—date. All in print to 1892, in *paper*; 1893—date, *cloth*.

No reports published for 1820-23, 1842.

Director's report 1899 (108p.) 1900 (216p.) 1901 (84p.) 1902 (88p.) 1903 (182p.) 1904 (122p.) Statistical report 1905 (48p.) Director's report 1906 (52p.)

BULLETINS 1891—date. To advance subscribers *50c a year*, excluding legislation.

Additions. A1 General library, Oct. 1890. 204p. 25c.

A2 Subject index of law additions, Jan. 1, 1883—Dec. 31, 1893. 304p. 35c.

A3 General library. Sept. 1894. 854p. [*\$1.50*] boards.

A4 Additions to medical division 1895. 132p. 15c.

A5 Subject index of law additions, Jan. 1, 1894—Dec. 31, 1903. 272p. 35c.

A6 Medical serials, with bibliography of cerebro-spinal meningitis. 46p. Dec. 1905. 10c.

Legislation. Annual subscription *\$1 payable in advance*. Volumes 1-3 (each containing 5 bulletins) *\$2 each unbound or \$2.25 in cloth*.

L1-7, 9-11, 13, 15, 18, 21, 24, 28, 32 Index of legislation 1890—date. *50c each, except \$1 for no. 11 (1899)*.

These are minutely classed *annual* indexes of new laws passed by all the states. As a decision of a state supreme court or of the United States Supreme Court declaring a statute unconstitutional is in effect equivalent to its repeal by the Legislature, a digest of such decisions is included. The votes on constitutional amendments and constitutional conventions are also given, and important provisions of new constitutions summarized.

L16, 19, 22, 25, 29, 33 Review of legislation 1901—date. 25c each.

L17, 20, 23, 27, 31 Digest of governors messages 1902—date. 25c each.

Contains a topical digest of messages of governors of all states and of related topics in the President's message.

L26 Index of New York governors messages 1777-1901. 25c.

L8 State finance statistics 1890 and 1895. 58p. 10c.

L12 Trend of legislation in the United States. 40p. May 1900. 5c.

L14 Taxation of corporations in New York, Massachusetts, Pennsylvania and New Jersey. 198p. May 1901. 25c.

L30 Legislative reference lists 1906. 44p.

Contains lists on life insurance, direct nominations, employment of blind and inheritance.

L34 A summary of the compulsory attendance and child labor laws of the states and territories of the United States. 114p. July 1907.

Library School. Ls2, 11 Register 1887-96 (50p. 5c) 1887-1901 (80p. 15c)

Ls3, 6, 8, 10, 14, 17, 18, 23, 24, 25 Annual report 1898 (28p. il.) 1899 (30p.) 1900 (36p.) 1901 (28p.) 1902 (30p.) 1903 (30p.) 1904 (24p.) 1905 (32p.) 1906 (24p.) 1907 (26p.)

Ls5 Selected subject bibliographies. 50p. Nov. 1899. [25c]

Ls7 Selected national bibliographies. 34p. May 1900. [25c]

Ls12 Lecture outlines and problems 1. 66p. Oct. 1902. 15c.

- Ls13** English cataloguing rules. 50p. Nov. 1902. 10c.
Ls15 Handbook of New York State Library School, including summer course and library handwriting. 68p. il. Oct. 1903. 15c.
Ls16 Material for course in reference study. 116p. Oct. 1903. 20c.
Ls19 Indexing. 72p. May 1905. 15c.
Ls20 Lecture outlines and problems 2. 104p. June 1905. 15c.
Ls21 United States government documents. 80p. Mar. 1906. 15c.
Ls22 Library building plans. 60p. Oct. 1906. 25c.

Bibliography. Mostly original bibliographies presented by Library School students as a condition of graduation.

Volume 1, cloth \$1.50, lacking no. 5; unbound \$1.25, lacking nos. 5, 15-17

- Bb1** Guide to the study of J. A. M. Whistler. 16p. May 1895. 25c.
Bb2-4 Colonial New England; Travel in North America; History of the 17th century. 80p. July 1897. 15c.
Bb6-8 Japan; Venice; Out-of-door books. 64p. Feb. 1898. 10c.
Bb9-11 Netherlands; Renaissance art; History of latter half of 15th century. 128p. Ap. 1898. 15c.
Bb12 Best books of 1897. 28p. [25c]
Bb13 Fairy tales for children. 30p. June 1898. [25c]
Bb14 Index to subject bibliographies in library bulletins to Dec. 31, 1897. 62p. 10c.
Bb18 Best books of 1898. 28p. 5c.
Bb19 College libraries in the United States. 52p. Dec. 1899. 10c.
Bb20 House decoration and furnishing. 20p. Dec. 1899. 5c.

Volume 2, cloth \$1.50; unbound \$1.25

- Bb21** Best books of 1899. 28p. 5c.
Bb22 Domestic economy. 144p. Jan. 1901. 15c.
Bb23 Connecticut local history. 114p. Dec. 1900. 15c.
Bb24 New York colonial history. 274p. Feb. 1901. 35c.
Bb25 China and the Far East. 122p. Mar. 1901. 20c.
Bb26-27 Fröbel and the kindergarten; Reading list for children's librarians. 92p. May 1901. 15c. Bb 27 separately 5c.
Bb28 Maine local history. 148p. June 1901. 20c.
Bb29 Best books of 1900. 32p. 10c.
Bb30 Class list of a \$500 library recommended for schools. Ed. 3. 82p. July 1901. 15c.

Volume 3, cloth \$1.25; unbound \$1

- Bb31** Monopolies and trusts in America. 38p. Oct. 1901. 10c.
Bb32 Biography for young people. 60p. Nov. 1901. 15c.
Bb33 French government serials. 72p. Jan. 1902. 15c.
Bb34 Best books of 1901. 30p. 10c.
Bb35 Best books of 1902. 36p. 10c.
Bb36 Cataloguers reference books. 186p. Nov. 1903. 25c.
Bb37 Best books of 1903. 46p. 10c.
Bb38 Ethics. 36p. Apr. 1905. 10c.
Bb39 Best books of 1904. 46p. 10c.
Bb40 Best books of 1905. 44p. 10c.

Volume 4, 50c to advance subscribers

- Bb41** Florence. 44p. Sept. 1906. 10c.
Bb42 Scotland. 36p. Apr. 1907. 10c.
Bb43 Best books of 1906. 48p. 10c.

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No. 436

ALBANY, N. Y.

DECEMBER 1, 1908

Library Sciences

New York State Library

Library School 26

SELECTED NATIONAL BIBLIOGRAPHIES

	PAGE		PAGE
Preface.....	5	Spanish bibliography	28
Bibliography of bibliographies....	6	Portuguese bibliography	29
General bibliographies.....	11	Belgian bibliography.....	29
American trade bibliography.....	12	Dutch bibliography.....	30
English trade bibliography	16	Danish bibliography	32
French bibliography	19	Swedish bibliography.....	33
German bibliography	22	Norwegian bibliography	34
Italian bibliography.....	26	Index	37

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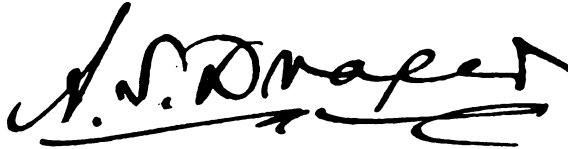
DEAR SIR: I have the honor to transmit herewith and recommend for publication the manuscript for a second edition of *Selected National Bibliographies*, first printed as Library School bulletin number 7, in May 1900. This list is the basis of an important course in the New York State Library School, has been used widely in similar work in other library schools, and the fact that it is now entirely out of print affords a welcome opportunity for revision.

Very respectfully

J. I. WYER, JR
Director

State of New York
Education Department
COMMISSIONER'S ROOM

Approved for publication this 17th day of June 1908

A handwritten signature in dark ink, reading "A. S. Draper". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Commissioner of Education

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Library School 26

SELECTED NATIONAL BIBLIOGRAPHIES

PREFACE

The following list of national bibliographies is used in the course in elementary bibliography in the New York State Library School and is a revision of a similar list printed in 1900 as Library School bulletin no. 7.

It also includes preliminary lists of bibliographies of bibliography and of general bibliographies. The former is a somewhat long list, including all those general bibliographies of bibliography of special interest to American librarians from a practical or historical point of view. It excludes those devoted to the bibliographies of a special subject and is grouped somewhat arbitrarily to bring out special features desired in the classroom. The list of general bibliographies is brief and is arranged in two groups; (1) the useful works of the present day, (2) a few of the more noted works of the past.

The national bibliographies of each country are placed together and the countries are arranged in the order of the importance of their bibliography for American libraries. Under each country the purpose has been to give the most useful working list of its national bibliographies covering, as far as possible, the period from the invention of printing to the present day. They are arranged chronologically according to the period covered by each work, those of the present day, ending with the current annuals, monthlies and weeklies, coming last. The published price of modern works is usually given, and an approximate idea of the cost of books out of print is given either from their price at recent auction sales or from catalogues of second-hand dealers. In general for current annuals and periodicals the yearly subscription price is given.

The following are the forms used for foreign prices with their approximate American equivalents:

£	pound	\$4.87	krone; plural, kroner (Danish	
c	centime	½c	and Norwegian)	27c
d	penny	2c	L	lira
f	gulden (Dutch florijn)	40c	m	mark
fl	florein (Austrian)	49c	öre	½c
fr	franc	19c	peseta; plural, pesetas	19c
kr	kreuzer (Austrian)	½c	pf	pfennig
kr	kreuzer (German)	¾c	rd	rigsdaler
krona; plural, kronor (Swedish)		27c	s	shilling
			sk	skilling
			spd	speciedaler
			thlr	thaler

The call numbers are those used in the New York State Library. The class number only is given for books not yet in the card catalogue. Volume and page numbers are separated by a colon; e. g. 3:145 means volume 3, page 145.

BIBLIOGRAPHY OF BIBLIOGRAPHIES

Josephson, Aksel Gustav Salomon. Bibliographies of bibliographies, chronologically arranged, with occasional notes and an index. 45p. O. Chic. 1901. (Bibliographical Society of Chicago. Contributions to bibliography. v.1)

016.01 J77

500 copies printed for the Bibliographical Society of Chicago.
Secondhand, 1905, 72c.

Courtney, William Prideaux. Register of national bibliography, with a selection of the chief bibliographical books and articles printed in other countries. 2v. 631p. O. Lond. 1905. Constable 13s 6d net.

016.01 C83

Paged continuously.

Stein, Henri. Manuel de bibliographie générale. (Bibliotheca bibliographica nova). 895p.O. Par. 1897. Picard 18fr. (Manuels de bibliographie historique. no. 2)

016.01 St31

Petzholdt, Julius. Bibliotheca bibliographica; kritisches verzeichniss der das gesamtgebiet der bibliographie betreffenden litteratur des in- und auslandes in systematischer ordnung mit alphabetischem namen- und sachregister. 939p. O. Lpz. 1866. Engelmann 4thlr. o.p. Co16.01 P45
Secondhand, 1894, \$3.

- Vallée, Léon.** Bibliographie des bibliographies. . . 773p.O.
 Par. 1883. Terquem 25fr. 016.01 V24
 Secondhand, with supplement, 1894, about \$7.
- Supplément. 354p.O. Par. 1887. Terquem 15fr.
 016.01 V24
- John Crerar Library.** List of bibliographies of special subjects.
 504p. Q. Chic. 1902. The John Crerar Library 25c pap.
 016.01 qJ61
- British Museum—Library.** List of bibliographical works in the
 reading room. Ed. 2 enl. 103p.O. Lond. 1889.
 C016.01 B77
 Compiled by G. W. Porter; revised and enlarged by G. K. Fortescue.
- N. Y. (state)—Library.** Selection of cataloguers reference
 books in New York State Library. p. 235-416. O. Alb.
 1903. (N. Y. (state)—Library. Bulletin: bibliography.
 no. 36) 016.0253 N421
 Price 25c.
- Langlois, Charles V.** Manuel de bibliographie historique. 2v.
 D. Par. 1896-1904. Hatchette v.1, 4fr; v.2, 6fr. 010 L26
Contents: v. 1 Instruments bibliographiques.
 v. 2 Histoire et organisation des études historiques.
 New edition of v.1 published in 1901.
- Gavet, G.** Établissement de la littérature du sujet; recherche
 des travaux déjà parus. (*see his* Sources de l'histoire des
 institutions et du droit français. 1899. p. 43-178) 016.34 G24
 Published at Paris by Larose, 15fr.
- Pawlowski, Gustave.** Les travaux bibliographiques de 1867 à
 1878. (*see* Paris, Congrès bibliographique international.
 Compte rendu des travaux. 1879. 1:485-550) 010.6 P21
 Published by the Société bibliographique.
- Stein, Henri.** . . . Les travaux bibliographiques de 1878 à
 1888...104p. O. Par. 1889. Société bibliographique.
 C016.01 St3
 Extract from Congrès bibliographique international, Paris, 1888, *Compte
 rendu des travaux.*
- Whitney, James Lyman.** Catalogue of the bibliographies of
 special subjects in the Boston Public Library; together with
 an index to notes upon books and reading to be found in
 library catalogues, in periodical and other publications.

71p. Q. Bost. 1890. (Boston—Public Library. Bibliographies of special subjects. no. 5) o16.01 qW61

Also published in Boston—Public Library, Handbook for readers, 1890, p. 28-262, o27.4744 B65, and Bulletin, Apr. 1890, p. 135-203, o18.1 qB65.

Nachtmann, Mrs Alice (Newman). Index to subject bibliographies in library bulletins to Dec. 31, 1897 . . . p. 367-428, O. Alb. 1898. (N. Y. (state)—Library. Bulletin: bibliography. no. 14) o16.01 N11

Price 10c. Continued to date in manuscript in State Library.

Providence (R. I.)—Public Library. Index to reference lists published in library bulletins . . . Oct. 1901-Dec. 1906. 31p.O. Bost. 1907. Boston Book Co. 25c. (Bulletin of bibliography pamphlets. no. 16) o16.01 P94

Reprinted from the *Bulletin of bibliography*, Jan. 1907, v.4, no.10; Apr. 1907, v.5, no.1.

Quarterly reference lists, compiled by the Providence Public Library, appeared in the *Bulletin of bibliography*, Oct. 1899-Oct. 1906.

Monthly reference lists, compiled by the Providence Public Library, appeared in the *A. L. A. booklist*, Dec. 1905-Jan. 1908. In Feb. 1906 it was announced that these monthly lists would be cumulated quarterly in the *Bulletin of bibliography*, but the lists have not appeared in the *Booklist* since Jan. 1908 and the *Bulletin of bibliography* has not published any since the completion of the *Index* entered above.

Peignot, Étienne Gabriel. Répertoire bibliographique universel . . . 514p. nar.O. Par. 1812. Renouard 7.50fr. o.p. o16 P35

Secondhand, 1894, 7m.

Horne, Thomas Hartwell. An introduction to the study of bibliography; to which is prefixed a memoir on the public libraries of the antients. 2v. 758+156p.illus.O. Lond. 1814. T. Cadell & W. Davies 28s. o.p. o10 H78

Paged continuously.

Sold at auction, 1897-1907, for about \$6.50.

Namur, Jean Pie. Bibliographie paléographico-diplomatique-bibliologique générale; ou, Répertoire systématique . . . 2v.O. Liège 1838. Collardin 15fr. o.p. o16 N15

Guild, Reuben Aldridge. Librarian's manual; a treatise on bibliography, comprising a . . . list of bibliographical works; to which are added sketches of publick libraries . . . 304p. illus. sq.O. N. Y. 1858. Norton \$5. o.p. o16.01 G94

N. Y. (state)—Library. Catalogue of the books on bibliography, typography and engraving. 143p.Q. Alb. 1858. o16.01 qN42

Power, John. Handy-book about books, for book-lovers, book-buyers and book-sellers. 217p.pl.O. Lond.1870. Wilson 8s 6d. o.p. 010 P87

Secondhand, 1908, from about 60c to \$1.75.

Sabin, Joseph. Bibliography of bibliography; or, A handy book about books which relate to books . . . an alphabetical catalogue of the most important works descriptive of the literature of Great Britain and America and more than a few relative to France and Germany . . . 150p.O. N. Y. 1877. Sabin \$1.50. o.p. Cor16.01 Sai
Sold at auction, 1905, for \$3.50.

Leyboldt, Frederick. Bibliographical aids. (*see* American catalogue . . . subject entries. 1881. pref. p. 5-20)

015.73 qAm31 v.2

Published by Publishers' Weekly Office.

Wheatley, Henry Benjamin. General bibliographies; Special bibliographies. (*see his* How to form a library. 1886. p.141-83) 010 W56
Published in London by Stock, 4s 6d; imported by Armstrong, \$1.25.

Caspar, Carl Nicolaus Joseph Matthias. . . . List of practical bibliographical reference works . . . (*see his* Caspar's directory of the American book, news and stationery trade. 1889. p. 1262-99) R920.4 qC27
Published in Milwaukee by Caspar, \$8.

Growoll, Adolf. A bookseller's library and how to use it . . . 72p. nar.D. N. Y. 1891. Publishers' Weekly \$1. o.p. Cor16.01 G91

Also in his *Profession of bookselling*, 1893, 1:6-25, 665.56 qP3 v.1, and in *Publishers' weekly*, May-Aug. 1891, 39:679-81, 835-36, 859-64, 897-900; 40:10-13, 40-42, 197-99, 220-21, 015.73 P96 v.39-40.

Rogers, Walter Thomas. A few books of reference . . . (*see his* Manual of bibliography. 1891. p.149-59) 010 .R63
Published in London by Grevel, 5s; imported by Scribner & W. \$1.25.

Cutter, Charles Ammi. Some works of reference. (*see his* Rules for a dictionary catalogue. Ed.3. 1891. p.128-33) 025.3 C982

Published at Washington by U. S. Bureau of Education, *free*.

Not included in the fourth edition issued in 1904.

Gräsel, Arnim. Manuel de bibliothéconomie . . . traduction de Jules Laude . . . 628p. illus. O. Par. 1897. Welter 15fr. 020 G761

Répertoires bibliographiques, p. 451-62.

- Bibliographische und biographische litteratur. (*see his*
Handbuch der bibliothekslehre. 1902. p.493-507) 020 G762
- Bolton, Henry Carrington.** Helps for cataloguers of serials . . .
4 p. Q. n.t-p. Bost. 1897. Co16.05 qB63
Reprinted from the *Bulletin of bibliography*, v.1, no.3, Oct. 1897.
- Keogh, Andrew.** Some general bibliographical works of value
to the student of English. 27p.O. New Haven 1901. Yale
University. 016.42 K43
- Fletcher, William Isaac.** Bibliographies, American and English,
published . . . 1892-date. (*see* Annual library index, 1892-
date. 1893-date. v. 1-date) Ro50 qC78 v.10-date
Published by Publishers' Weekly Office, \$3.50 net.
- Bibliographia bibliographica**; répertoire annuel des travaux de
bibliographie, 1898-date. O. Bruxelles 1900-date. Insti-
tut International de Bibliographie, 4fr, pamphlet on printed
cards 12fr. 016.01
Compiled by Henri La Fontaine.
Also published in *Bulletin de L'institut international de bibliographie*,
1900-date, 010.5 B831.
State Library has also two sets on cards.
- Bibliographie des bibliotheks-und buchwesens**, 1904-date. v. 1-
date, O. Lpz. 1905-date. Harrassowitz. (Beihefte zum
Zentralblatt für bibliothekswesen) 020.5 C331
Compiled by Adalbert Hortschansky.
Price varies from 5m to 8m.
- Growoll, Adolf.** Book-trade bibliography in the United States
in the 19th century. 77+79p. por. D. N. Y. 1898.
655.473 P8
For full entry see p. 12-13.
- Ford, Paul Leicester.** Check list of bibliographies, catalogues,
reference-lists and lists of authorities of American books
and subjects. 64p. sq.O. Brooklyn 1889. Ford \$3.
016.97 F75
- Growoll, Adolf.** Three centuries of English book trade bibliog-
raphy. 195p. O. N. Y. 1903. 016.01542 G91
For full entry, see p. 16.
- Some French bibliographies**, by J. D. O. 87p. O. Lond. 1881.
Office of The Bookseller.
160 copies printed.
First published in *The bookseller*, 1881, p.10-16, 105-9, 232-40,
015.42 B64.

Steiger, Ernst. Bibliographical bibliography; being a selection of bibliographies for the use of booksellers and bookbuyers. (*see* Year-book of Education. 1879. 2:309-27) 370.3 qY3
For full entry see p. 22.

Ottino, Giuseppe & Fumagalli, Giuseppe. Bibliotheca bibliographica Italica ... 2v.O. Roma 1889-95. 016.01 Ot8
For full entry see p. 26.

Josephson, Aksel Gustav Salomon. Notes on Swedish bibliography. 8p. O. N. Y. 1900. 015.485 J771
Reprinted from *Publishers' weekly*, Dec. 15, 1900.

Lundstedt, Bernhard Wilhelm. Aperçu de la principale littérature bibliographique de la Suède ... 34p. O. Stockholm 1900. 015.485 L97
For full entry see p. 33.

GENERAL BIBLIOGRAPHIES

Brunet, Jacques Charles. Manuel du libraire et de l'amateur de livres ... Ed. 5 enl. 6v. O. Par. 1860-65. Co11 B831
——— Supplément ... par P. Deschamps et G. Brunet
... 2v. O. Par. 1878-80. Co11 B831 v. 7-8
For full entry see p. 19.

Deschamps, Pierre Charles Ernest. Dictionnaire de géographie ancienne et moderne; à l'usage du libraire et de l'amateur de livres ... par un bibliophile ... 1592col. 796p.O. Par. 1870. Didot 40fr. C910.3 D45
With bastard title *Supplément au Manuel du libraire et de l'amateur de livres* (Brunet).
Secondhand, 1904, \$6.

Grässe, Johann Georg Thedor. Trésor de livres rares et précieux ... 7v. in 8,F. Dresde 1859-69. Co11 qG76
For full entry see p. 22-23.

Ebert, Friedrich Adolf. Allgemeines bibliographisches lexikon ... 2v.sq.Q. Lpz. 1821-30. Brockhaus 20thlr. o.p. 011 qEb3
Secondhand, 1894, \$2.50.

——— General bibliographical dictionary ... 4v. in 2, 2052p.O. Ox. 1837. University Press 30s. o.p. Co11 Eb3
Paged continuously.
Sold at auction in 1901 for \$6, in 1906 for \$3.

Watt, Robert. *Bibliotheca Britannica; or, A general index to British and foreign literature . . .* 4v.sq.Q. Edin. 1824. Constable £11 11s. o.p. CO11 qW34
Sold at auction, 1900-7, for about \$7.

Denis, Jean Ferdinand, Pinçon, Pierre & Martonne, Guillaume François de. *Nouveau manuel de bibliographie universelle.* 706p.O. Par. 1857. Roret 20fr. (Manuels-Roret)
O11 D41

Georgi, Theophilus. *Allgemeines europäisches bücher-lexicon . . .* 5v.F. Lpz. 1742-53. O11 qG29

——— Supplement . . . 3v.F. Lpz. 1750-58. O11 qG29 v.6-8
For full entry see p. 22.

Barbier, Antoine Alexandre & Desessarts, Nicolas Toussaint Lemoyne. *Nouvelle bibliothèque d'un homme de goût . . .* 5v. O. Par. 1817. Bertrand 25fr. o.p. O10 B23
Based on La Porte's edition of L. M. Chaudon's *Bibliothèque d'un homme de goût*; State Library has an earlier edition of Chaudon's work, O10 C39.
Secondhand, about \$3.

Debure, Guillaume François. *Bibliographie instructive; ou, Traité de la connoissance des livres rares et singuliers . . .* 9v.O. Par. 1763-69. Debure. o.p. O16 D35
Contents: v. 1 Théologie.
v. 2 Jurisprudence, sciences et arts.
v. 3-4 Belles-lettres.
v. 5-7 Histoire; avec une table générale des auteurs.
v. 8-9 Supplément.

Supplement, a catalogue of the books in the collection of the late L. J. Gaignat.

Secondhand, 1904, about \$4.

Clarke, Adam. *Bibliographical dictionary . . .* 6v. 1 facsim. S. Lond. 1802-4. Baynes £1 4s. o.p. O11 C55
——— *Bibliographical miscellany; or, Supplement to the Bibliographical dictionary . . .* 2v.S. Lond. 1806. Baynes 7s 6d. o.p. O11 C551
Sold at auction with supplement, 8v. in 4v., in 1906 for \$10.

AMERICAN TRADE BIBLIOGRAPHY

Growoll, Adolf. *Book-trade bibliography in the United States in the 19th century; to which is added a Catalogue of all the books printed in the United States . . . published by the*

booksellers in Boston, Jan. 1804. 77+79p.por.D. N. Y.
1898. Dibdin Club \$3.50. 655.473 P8
Secondhand, 1905, \$2.88.

Evans, Charles. American bibliography; a chronological dictionary of all books, pamphlets and periodical publications printed in the United States . . . from . . . 1639 down to and including the year 1820 . . . v. 1-4, Q. Chic. 1903-7. Priv. print. by the Blakely Press \$15 net a vol. 015.73 qEv4
Contents: v. 1 1639-1729. 1903.
v. 2 1730-50. 1904.
v. 3 1751-64. 1905.
v. 4 1765-73. 1907.

Roorbach, Orville Augustus. Bibliotheca Americana . . . 1820-61. 4v. O. N. Y. 1852-61. Roorbach. o.p. Co15.73 R67
Contents: v. 1 1820-52; with a list of periodicals published in the United States.
v. 2 Supplement, Oct. 1852-May 1855.
v. 3 Addenda, May 1855-Mar. 1858.
v. 4 Mar. 1858-Jan. 1861.
Sold at auction, 1902-7, for \$12 to \$33.20.

——— 1820-1848 . . . 357p.Q. N.Y. 1849. Roorbach. o.p. 015.73 qR67
——— Supplement . . . 124p.O. N.Y. 1850. Putnam. o.p. 015.73 qR671

Kelly, James. American catalogue of books . . . published in the United States from Jan. 1861 to Jan. 1871 . . . with . . . names of learned societies and other literary associations, with a list of their publications, 1861-71. 2v. O. N. Y. 1866-71. Wiley. o.p. Co15.73 K28
v. 1 has supplement containing list of pamphlets and addresses on the Civil War.
Sold at auction, 1902-7, for \$7 to \$9.50.

American catalogue under the direction of F. Leypoldt . . . of books in print and for sale . . . July 1, 1876; comp. by Lynds E. Jones. 2v. sq. F. N.Y. 1880-81. Co15.73 qAm31 v.1-2
——— July 1, 1876-June 30, 1884; comp. under the . . . direction of R. R. Bowker by A. I. Appleton . . . 2v. sq.F. N. Y. 1885. Co15.73 qAm31 v.3-4
——— July 1, 1884-June 30, 1890; comp. under the . . . direction of R. R. Bowker by A. I. Appleton and others . . . 2v. sq.F. N.Y. 1891. Co15.73 qAm31 v.5-6

- July 1, 1890–June 30, 1895; comp. under the . . . direction of R. R. Bowker . . . 2v. sq.F. N. Y. 1896.

Co15.73 qAm31 v.7–8

- July 1, 1895–Jan. 1, 1900; comp. under the . . . direction of R. R. Bowker . . . 2v. sq.F. N. Y. 1901.

Co15.73 qAm31 v.9–10

- Jan. 1, 1900–Jan. 1, 1905 . . . 2v.Q. N. Y. 1905.

Co15.73 qAm31 v.11–12

- Jan. 1, 1905–Dec. 1907 . . . 2v.Q. N. Y. 1908.

Co15.73 qAm31 v.13–14

v. 1 of each issue, 1876–1900, has author and title alphabet; v. 2 subject alphabet. v. 1, 1900–date, has author, title, subject and series alphabet; v. 2 full title entries with annotations reprinted from the weekly record of the *Publishers' weekly* and cumulated into an alphabet for each year. Published by the Publishers' Weekly Office.

Volumes for 1876, 1876–84, 1884–90 are out of print.

Volumes for 1876 were sold at auction (1902–6) for \$10 to \$14, 1876–84 (1900–7) for \$5 to \$9.50, 1884–90 (1902–7) for \$4 to \$10. Volumes for 1890–95 are now sold for \$15, 1895–1900 for \$15, 1900–5 for \$7.50 a volume, 1905–7, v. 1 for \$7.50, v. 2, \$6.

United States catalog; books in print, 1902; entries under author, subject and title, in one alphabet, with particulars of binding, price, date and publisher. Ed.2. 215op. Q. Minneapolis 1903. H. W. Wilson \$15 net.

Co15.73 qD21 v.2a

Edited by M. E. Potter.

- Supplement, books published 1902–1905. 2034p. Q. Minneapolis 1906. H. W. Wilson \$15 net.

Co15.73 qD21 v.3

Edited by M. E. Potter.

Annual American catalogue, 1886–date; being the full titles, with descriptive notes, of all books recorded in the *Publishers' weekly* . . . with author, title and subject index, publishers' annual lists and directory of publishers. v.1–date, Q. N.Y. 1887–date. *Publishers' Weekly* \$3. Co15.73 qAn7

For 1900–3, the annual volume is cumulated.

Not published for 1904 and 1907, the material for those years being included in the *American catalogue* for 1900–5 and 1905–7.

1900–date title reads: *Annual American catalogue* . . . containing a record under author, title, subject and series . . . with minor variations.

Publishers' trade list annual . . . 1873-date. v. 1-date, Q.
N. Y. 1873-date. Publishers' Weekly \$2. 015.73 qP96

Title-page of v. 1 and binder's title of v. 1-4 read *Uniform trade list annual*.

An index volume was issued in 1902 with supplementary indexes in 1903 and 1904.

Cumulative book index . . . 1898-date. v. 1-date, O. Minne-
apolis 1898-date. H. W. Wilson \$6. 015.73 C91
Monthly.

Dec. 1902-Feb. 1903 are called semimonthly.

Originally published at \$3. Annuals for 1906 and 1907 now sold for \$3.50 net each.

Book review digest, 1905-date. v. 1-date, Q. Minneapolis 1905-
date. H. W. Wilson \$5. 015.73 qC911
Monthly.

v. 1 title reads: *Cumulative book review digest*.

Annuals for 1905, 1906, 1907 are now sold for \$3.50 net each.

Publishers' weekly; American book-trade journal . . . Jan. 1872-
date. v. 1-date, O. N. Y. 1872-date. Publishers' Weekly
\$4. 015.73 P96

v. 1-2 have title *Publishers' and stationers' weekly trade circular*.

Preceded, 1851-55, by *Norton's literary gazette*, and 1855-72, by *American literary gazette*.

Formerly published at \$3.

U. S.—Copyrights, Office of the register of. Catalogue of copy-
right entries 1891-date. v. 1-date, O. Wash. 1891-date.
Government Printing Office \$5. 015.73 Un31

Ser. 1, 47v. 1891-June 1906; new ser. v. 1-date, July 1, 1906-date.

Ser. 1 has title *Catalogue of title entries of books and other articles*.

In new series, July 1, 1906-date, each volume is in four parts:

pt 1 Books, dramatic compositions, maps and charts, index.

pt 2 Periodicals

pt 3 Musical compositions.

pt 4 Engravings, cuts and prints; chromos and lithographs; photo-
graphs; fine arts.

State Library has v. 18-date, 1899-date.

Literary gazette and publishers' circular . . . May 1851-Aug.
1855. 5v. in 4, F. N. Y. 1851-55. 015.73 qL71

Monthly and semimonthly. Published by C. B. Norton; v. 1, title reads

Norton's literary advertiser. Succeeded by *American literary gazette*,
Sept. 1855-Jan. 15, 1872, and by *Publishers' weekly*, Jan. 18, 1872-date.

American literary gazette and publishers' circular; Sept. 1855-
Jan. 15, 1872. 27v. in 17, v. 1-9, Q; v. 10-27, O. Phil. 1855-
72. Childs. 015.73 Am32

Sept. 1855-June 1861, weekly; July 1861-Dec. 1862, monthly; Jan. 1863-

Jan. 1872, semimonthly. v. 1-2 ed. by C. B. Norton; v. 1-10 published under title *American publishers' circular and literary gazette*. Succeeded, Jan. 18, 1872-date, by the *Publishers' weekly*.

v. 2, 3, 7 and 10 of State Library set incomplete; v. 1-9 have call number 015.73 qAm32.

American book-prices current; a record of books, manuscripts and autographs sold at auction . . . Sept. 1st, 1894-date . . . v.1-date, O. N. Y. 1895-date. Dodd \$6 net. Cor8.3 Am3
Compiled by L. S. Livingston.

Each volume printed in a limited edition of from 400 to 900 copies. v. 1-7, 9 all sold; v. 8, 10-12 now sold at \$7.50 net each.

ENGLISH TRADE BIBLIOGRAPHY

Growoll, Adolf. Three centuries of English book-trade bibliography; an essay on the beginnings of book-trade bibliography since the introduction of printing and in England since 1595 . . . also a list of the catalogues, etc., published . . . from 1595-1902, by Wilberforce Eames . . . 195p. O. N. Y. 1903. Dibdin Club \$5 net. 016.01542 G9I
550 copies printed.

Watt, Robert. Bibliotheca Britannica; or, A general index to British and foreign literature . . . 4v.sq.Q. Edin. 1824. Constable £11 11s. o.p. Cor11 qW34
Sold at auction, 1900-7, for about \$7.

Lowndes, William Thomas. Bibliographer's manual of English literature . . . 4v.O. Lond. 1834. Pickering. o.p.

Cor15.42 L95

——— new ed. . . . enl. with an apx. relating to the books of literary and scientific societies; by Henry G. Bohn. 6v. D. Lond. 1864. Bohn 5s each. Cor15.42 L95I
Originally published in 11 parts, 1857-64.
v. 1-5 paged continuously, v. 6 appendix.

British Museum—Library. Catalogue of printed books. 393 pt in 115v. F. Lond. 1881-1900. British Museum. 018.1 qB77I
Price of complete work £84.

With last part were issued a general title-page, list of parts and a preface.

——— periodical publications. Ed. 2. 7 pt in 2v. F. Lond. 1899. 018.1 qB77I

——— Supplement. 45 pt in 15v. F. Lond. 1900-5. 018.1 qB772

New York State Library copy cost \$55.

In addition to the regular alphabet, A-Z, is a volume with title: *Newspapers published in Great Britain and Ireland, 1801-1900.*

General catalogue of books ... published in London ... 1700-86
... classed under the several branches of literature ... 4°.
Lond. 1786. Bent. o.p.

London catalogue of books, 1786-1811. O. Lond. 1811. Bent. o.p.
— 1810-Feb. 1831. O. Lond. 1831. Bent. o.p.

Hodgson, Thomas. London catalogue of books published in
Great Britain ... 1816-1851. 644p.O. Lond. 1851. Hodg-
son 30s. o.p. Co15.42 H661

English catalogue of books published ... 1835-1905; comprising
the contents of the "London" and the "British" catalogues
and the principal works published in the United States of
America and continental Europe . . . v.1-7,Q. Lond. 1864-
1906. Publishers' Circular, Ltd. Co15.42 qEn3

Contents: v. 1 Jan. 1835-Jan. 1863. 1864.
v. 2 Jan. 1863-Jan. 1872. 1873.
v. 3 Jan. 1872-Dec. 1880. 1882.
v. 4 Jan. 1881-Dec. 1889. 1891.
v. 5 Jan. 1890-Dec. 1897. 1898.
v. 6 Jan. 1898-Dec. 1900. 1901.
v. 7 Jan. 1901-Dec. 1905. 1906.

v. 1-3 comp. by Sampson Low. v. 5-date give authors, subjects and
titles in dictionary form, and the index series is discontinued.

v. 1-2, o.p.

Hodgson, Thomas. Classified index to the London catalogue ...
1816-1851 . . . 285p.O. Lond. 1853. Hodgson 41s. o.p.
Co15.42 H661 v.2

English catalogue of books, Index ... 1837-89. 4v.Q. Lond.
1858-93. Low. 015.42 qEn3 v.0
Contents: v. 1 Index to the British catalogue, 1837-57. 1858.

v. 1. has call number 015.42 qB77 v.0.

v. 2 Index to the English catalogue, 1856-Jan. 1876. 1876.

v. 3 Jan. 1874-Dec. 1880. 1884.

v. 4 Jan. 1881-Dec. 1889. 1893.

v. 1-3 comp. by Sampson Low.

v. 1, o.p.

The volumes of the English catalogue and index still in print are
now available as follows:

v. 2 Index of subjects only, now sells separately at 15s, v. 3 and
index at 30s, v. 4 and index at 40s, v. 5 at 40s, v. 6 at 15s and v. 7 at
73s 6d. These 7 volumes in 5 are sold together at £6.

English catalogue of books ... 1837-date ... v. 1-date, O.
Lond. 1837-date. Low 6s net. 015.42 En3

Annual. Volumes for 1896-date are quarto.

State Library set incomplete. Earlier volumes published under various
titles and bound with *Publishers' circular*.

Reference catalogue of current literature; containing the full titles of books now in print and on sale . . . v. 1—date, O. Lond. 1874—date. J. Whitaker 12s 6d net. O15.42 R25

Contents: v. 1 1874. v. 6 1889.
v. 2 1875. v. 7 1894.
v. 3 1877. v. 8 1898, in two parts.
v. 4 1880. v. 9 1902, in two parts.
v. 5 1885. v. 10 1906, in two parts.

Bookseller; a newspaper of British and foreign literature . . . v. 1—date, O. Lond. 1858—date. J. Whitaker 5s.

O15.42 B64

<i>Contents:</i> The gazette.	<i>Special features:</i> January, obituary of
Trade and literary gossip.	past year, index.
Correspondence.	March, spring an-
Obituary.	nouncements.
Notices of books.	September, early au-
Publications of the month.	tumn announce-
Advertisements.	ments.
Books for sale.	October, prospects of
Books wanted.	the season.
Alphabetical list of the prin-	Christmas bookseller.
cipal English publications	
for the month.	

Monthly. State Library set incomplete.

Publishers' circular . . . v. 1—date (v. 1—53, O; v. 54—date, 4°). Lond. 1837—date. Publishers' Circular, Ltd. 13s 6d *foreign price*. O15.42 qP96

<i>Contents:</i> Leading article.	<i>Special features:</i> January and Au-
Notes and announcements.	gust, educational
Articles.	number.
Notices of books.	March, spring an-
Books of the week; or	ouncement num-
Monthly list of new books.	ber.
Books wanted.	May, export number.
Books for sale.	September or Octo-
	ber, fall announce-
	ment number.
	Special Christmas
	number.

Weekly.

v. 1—40 semimonthly, v. 72—date weekly.

State Library set incomplete.

Macmillan & Co. Bibliographical catalogue of publications from 1843 to 1889. 715p. por. O. Lond. 1891. Macmillan 10s net. C015.42 M22

Compiled by James Foster.

Book-prices current; a record of the prices at which books have been sold at auction . . . Dec. 1886–date. v. 1–date, O. Lond. 1888–date. Stock 27s 6d. Co18.3 B64 Annual.

————— Index to the first 10 volumes of, 1887–1896 . . . 7+472p. O. Lond. 1901. Stock 21s net. Co18.3 B64 v.0¹ Compiled by William Jaggard.

Book-auction records, a priced and annotated record of London book auctions, June 3, 1902–date. v. 1–date, O. Lond. 1903–date. Karlake £1 1s. o18.3 Sa3 Quarterly.

Not published between June 1903 and Oct. 1904.

v. 1 edited by Frederick Marchmont, v. 2–date by Frank Karlake.

v. 1 title reads: *Sale records*.

Livingston, Luther Samuel. Auction prices of books; a representative record . . . from . . . 1886 . . . to 1904, and including . . . important auction quotations of earlier date. 4v. Q. N. Y. 1905. Dodd \$40 special net a set. o18.3 qL76 750 copies printed.

FRENCH BIBLIOGRAPHY

Some French bibliographies, by J. D. O. 87 p. O. Lond. 1881. Office of The Bookseller. 160 copies printed.

First published in *The bookseller*, 1881, p. 10–16, 105–9, 232–40, o15.42 B64.

Brunet, Jacques Charles. Manuel du libraire et de l'amateur de livres: contenant 1, Un nouveau dictionnaire bibliographique dans lequel sont décrits les livres rares, précieux, singuliers et aussi les ouvrages les plus estimés en tout genre . . . depuis l'origine de l'imprimerie jusqu'à nos jours . . . 2, Une table en forme de catalogue raisonné . . . Ed. 5 enl. 6v.O. Par. 1860–65. Didot 120fr. o.p. Co11 B831
Contents: v. 1–5 A–Z.

v. 5 Heures gothiques.

v. 6 Table méthodique.

Sold at auction, with supplement, 1896–1906 for about \$55.

————— supplément . . . par P. Deschamps et G. Brunet . . . 2v.O. Par. 1878–80. Didot 40fr. Co11 B831 v. 7–8
Sold at auction, 1896–1906, cloth \$12; paper about \$7.

France—Bibliothèque nationale. Catalogue général des livres imprimés . . . v. 1–31, O. Par. 1897–1907. Imprimerie nationale 12 fr 50c a volume. o18.1 F842
Contents: v. 1–31 Auteurs; Aachs–Corbiot.

Quérard, Joseph Marie. *La France littéraire; ou, Dictionnaire bibliographique . . .* 12v.O. Par. 1827-64. Didot 210fr. o.p. CO15.44 Q3

v. 11-12 contain corrections, additions, authors' pseudonyms and anonyms, A-Rog.

Secondhand, about \$20.

——— & others. *La littérature française contemporaine; 19e siècle . . .* 6v. O. Par. 1842-57. Daguin 96fr. o.p.

CO15.44 Q31

v. 1-v. 2, p. 282 by Quérard.

v. 2, p. 282-v. 3, 1827-44 by C. L. Louandre and L. F. Bourquelot.

v. 4-5, 1827-49 by L. F. Bourquelot and L. F. A. Maury.

v. 6, 1827-49, by L. F. Bourquelot.

v. 3-6 title-page adds the words "continuation de *La France littéraire*."

v. 4-6 published by Delaroque.

Secondhand, about \$19.

Lorenz, Otto Henri. *Catalogue général de la librairie française . . .* 1840-date. v. 1-date, O. Par. 1867-date.

CO15.44 L83

Contents: v. 1-4 1840-65.

v. 5-6 1866-75.

v. 7-8 Table des matières, 1840-75.

v. 9-10 1876-85.

v. 11 Table des matières, 1876-85.

v. 12 1886-90.

v. 13 Table des matières, 1886-90.

v. 14-15 1891-99.

v. 16-17 Table des matières, 1891-99.

v. 18, pt 1, 1900-5.

v. 12-18 ed. by D. Jordell. v. 1-11 published by Lorenz, v. 12-18 by Nilsson.

Now sold by Nilsson, v. 1-6, 240 fr; v. 7-8, 60 fr; v. 9-10, 80 fr; v. 11, 30 fr; v. 12, 50 fr; v. 13, 30 fr; v. 14-15, 100 fr; v. 16-17, 75 fr; v. 18-19 published at 80 fr.

Laporte, Antoine. *Bibliographie contemporaine; histoire littéraire du 19e siècle; manuel critique et raisonné de livres rares.* v. 1-7, O. Par. 1884-90. 10fr a volume. OI5.44 L31
v. 1-2 published by Laporte, v. 3 by Vieweg, v. 4-7 by Bouillon.
v. 7 through Hugo.

100 sets of 7 v. in 8 (A-Hugo) were offered in 1894 by Laporte, 18, Rue Séguier, for 35fr a set.

According to Lorenz, *Catalogue générale de la librairie française*, 1891-99, v. 8, pt 1 (Hugo-Hyacinthe) was published by Laporte in 1892 at 2 fr 50 c.

The work has not been continued.

Vicaire, Georges. Manuel de l'amateur de livres du 19e siècle, 1801-1893 . . . préface de Maurice Tourneux. v. 1-v. 1-6, O. Par. 1894-1907. Rouquette 10fr a part.

Co15.44 V66

v. 6, pt 18 through R.
1050 copies printed.

Le Soudier, Henri, pub. Bibliographie française; recueil de catalogues des éditeurs français accompagné d'une table alphabétique par noms d'auteurs et d'une table systématique. 6v. in 1, O. Par. 1896. Le Soudier 30fr. 015.44 L56

——— Ed. 2 enl. 10v. O. Par. 1900. 50fr. 015.44 L561
v. 1-9 Catalogues; v. 10 Tables alphabétique et systématique.

Bibliographie de la France; ou, Journal général de l'imprimerie et de la librairie. v. 1-date, D and Q. Par. 1811-date. Cercle de la librairie 20fr. 015.44 qB47

Ser. 1, 45v. 1811-56, 015.44 B47; ser. 2, v. 1-date, 1857-date.

Ser. 2 has title *Journal général de l'imprimerie et de la librairie*; each number is in three parts:

pt 1 Bibliographie.

pt 2 Chronique.

pt 3 Feuilleton. This appears occasionally in earlier volumes.
Weekly. State Library set incomplete.

Répertoire bibliographique de la librairie française, pour . . .
1900-4. 5 v. O. Par. 1901-5. Nilsson. Co15.44 R29
Monthly.

Edited by D. Jordell.

v. 1 published at 3 fr 50 c, v. 3-4 at 7 fr 50 c.

Revue générale de critique et de bibliographie, 1903-date. v.1-date, O. Par. 1903-date. Rédaction & Administration, 66, Rue Madame. 015.44 R32

v. 1 published bimonthly at 6 fr; v. 2-date monthly at 10 fr.

v. 1-3 title reads: *Revue générale de bibliographie française*.

France—Bibliothèque nationale. Bulletin mensuel des récentes publications françaises . . . 1882-date. v.1-date, O. Par. 1882-date. Imprimerie nationale 10fr. 015.44 F84

v. 1-22, published by H. Champion.

State Library set incomplete.

Polybiblion; revue bibliographique universelle. v. 1-date, O. Par. 1868-date. Bureaux du Polybiblion 20fr. 010.5 P76

Ser. 1, 12 v. 1868-74. Ser. 2, in two parts, 1875-date, "Partie littéraire" and "Partie technique."

Monthly.

State Library has 1899-date, pt lit. v. 49-date, pt tech. v. 25-date.

Catalogue mensuel de la librairie française, 1876–date. v. 1–date, O. Par. 1876–date. Co15.44 C281

Founded by Lorenz and continued from 1884–date by Nilsson.

v. 1, 1876, has no index and is not sold in the form of a volume.

Originally published at 3 fr 50 c a volume.

Current numbers distributed free.

State Library set incomplete.

GERMAN BIBLIOGRAPHY

Steiger, Ernst. Bibliographical bibliography; being a selection of bibliographies for the use of booksellers and bookbuyers.

(see Year-book of education. 1879. 2: 309–27) 370.3 qY3

Published in New York by E. Steiger, \$2.

Contents: Division I: Systematic list of practical bibliographical publications issued in Germany, Austria and Switzerland.

Georgi, Theophilus. Allgemeines europäisches bücher-lexicon; in welchem . . . die allermeisten autores oder gattungen von büchern zu finden welche . . . noch vor dem anfang des 16 seculi bis 1739 . . . sind geschrieben und gedrucket worden; bey iedem buche sind zu finden die unterschiedenen editiones, die jahr-zahl, das format, der ort, der verleger, die anzahl der bögen und der preiss . . . 5v.F. Lpz. 1742–53. Published by the author. o.p. 011 qG29

v. 1–4 general alphabet.

v. 5 French books.

——— Supplement zu dessen Allgemeinen europäischen bücher-lexico; in welchem . . . die autores dererjenigen bücher nach getragen worden so in denen vier erstern theilen nicht enthalten, desgleichen die von 1739 bis 1757 inclus. neu-edirten und wieder aufgelegten bücher zu finden . . . 3v.F. Lpz. 1750–58. Published by the author. o.p. 011 qG29 v.6–8

v. 6 1739–47.

v. 7 1747–54.

v. 8 1753–57.

Secondhand, 1894, about \$6.

Grässe, Johann Georg Theodor. Trésor de livres rares et précieux; ou, Nouveau dictionnaire bibliographique contenant plus de 100,000 articles de livres rares, curieux et recherchés, d'ouvrages de luxe, etc. avec les signes connus pour distinguer les éditions originales des contrefaçons qui en ont été faites, des notes sur la rareté et le mérite des livres cités et les prix que ces livres ont atteints dans les ventes les plus fameuses et qu'ils conservent encore dans les magasins

des bouquinistes les plus renommés de l'Europe . . . 7v.
in 8, F. Dresde 1859-69. Kuntze 282m. o.p. Co11 qG76
v. 7 Supplément.

A facsimile reprint published by Welter, Paris, is sold at 175fr net.
Sold at auction, 1898-1907, for about \$36.

Heinsius, Wilhelm. Allgemeines bücher-lexikon; oder, Vollständiges alphabetisches verzeichniss aller von 1700 bis zu ende 1892 erschienenen bücher welche in Deutschland und in den durch sprache und literatur damit verwandten ländern gedruckt worden sind nebst angabe der druckorte, der verleger und der preise . . . 19v. in 24, v. 1-5, 7, sq. O; v. 6, 8-19, sq. Q. Lpz. 1812-94. 015.43 qH36

Contents: v. 1-4 1770-1810.

- v. 5 1811-15.
- v. 6 1816-21; hrsg. von C. G. Kayser.
- v. 7 1822-27 "
- v. 8 1828-34; hrsg. von O. A. Schulz.
- v. 9 1835-41 "
- v. 10 1842-46; hrsg. von L. F. A. Schiller.
- v. 11 1847-51 "
- v. 12 1852-56 "
- v. 13 1857-61; hrsg. von K. R. Heumann.
- v. 14 1862-67 "
- v. 15 1868-74; hrsg. von Hermann Ziegenbalg.
- v. 16 1875-79; hrsg. von Otto Kistner.
- v. 17 1880-84 "
- v. 18 1885-88; hrsg. von Karl Bolhövener.
- v. 19 1889-92 "

No more published.

v. 1-7 published by Gleditsch, v. 8-19 by Brockhaus.
Secondhand, 1905, 210m.

Kayser, Christian Gottlob. . . . Vollständiges bücher-lexicon; enthaltend alle von 1750 bis zu ende des jahres 1906 in Deutschland und in den angrenzenden ländern gedruckten bücher . . . v. 1-34, Q. Lpz. 1834-1907. Co15.43 qK18

Contents: v. 1-6 1750-1832; hrsg. von C. G. Kayser.

- v. 7-8 1833-40 "
- v. 9-10 1841-46 "
- v. 11-12 1847-52; hrsg. von E. A. Zuchold.
- v. 13-14 1853-58; hrsg. von G. W. Wuttig.
- v. 15-16 1859-64 "
- v. 17-18 1865-70; hrsg. von G. W. Wuttig und Richardt Haupt.
- v. 19-20 1871-76; hrsg. von Richard Haupt.
- v. 21-22 1877-82 "
- v. 23-24 1883-86 "

v. 25-26 1887-90; hrsg. von Oskar Wetzel.

v. 27-28 1891-94 "

v. 29-30 1895-98; hrsg. von H. Dullo und H. Conrad.

v. 31-32 1899-1902; hrsg. von Heinrich Conrad.

v. 33-34 1903-6 "

v. 1-8 published by Schumann, v. 9-24 by Weigel, v. 25-34 by Tauchnitz. Minor variations in title.

—— Sachregister zum . . . Bücher-lexicon . . . 511p.Q. Lpz.
1838. Schumann. Co15.43 qK18 v.0¹⁻⁶

Indexes first six volumes.

—— Vollständiges bücher-lexicon; sach- und schlagwortregister zum 27-32 sten bande, 1891-1902. v. 27-32, Q. Lpz.
1896-1904. Tauchnitz. Co15.43 qK18 v.0⁷⁻¹²

Contents: v. 27-28 1891-94; hrsg. von A. Dressel und A. Hilbert.

v. 29-30. 1895-98 " R. Schmidt und A. Dultz.

v. 31-32 1899-1902 " Heinrich Conrad.

v. 1-32 with all indexes, secondhand, 1904-8, about \$100.

Hinrichs' bücher-catalog, 1851-1865 . . . 2v.4°. Lpz. 1874.
Hinrichs 42m.

Hinrichs' fünfjahrs-katalog der im deutschen buchhandel erschienenen bücher, zeitschriften, landkarten, etc.; titelverzeichnis und sach-register, 1851-date. v. 1-date, 4°. Lpz. 1857-date. Hinrichs.

v. 1-2 published under title *Albrecht Kirchhoff's bücher-katalog*.

Price of volumes varies from 20m to 116m.

Thelert, Gustav. Supplement zu Heinsius', Hinrichs' u. Kayser's bücher-lexikon; verzeichniss einer anzahl schriften, welche seit der mitte des 19ten jahrhunderts in Deutschland erschienen, in den genannten katalogen aber garnicht oder fehlerhaft aufgeführt sind; mit bibliographischen bemerkungen. 405p.O. Grossenhain 1893. Baumert & Ronge 33m.

O15.43 T34

Gesamt-verlags-katalog des deutschen buchhandels und des mit ihm im direkten verkehr stehenden auslandes . . . 16v. in 28,Q. Münster in Westf. 1881-94. Russell.

O15.43 qB85

Minor variations in title.

v. 1-14 contain chiefly publications to 1880 but include also some later works; v. 15 includes publications to 1894; v. 16 is a supplement; v. 1 is preceded by a "o" (zero) volume *Vorwort, general-firmenverzeichnis nachzügler*.

Set published for 108.85 m; costs about \$14.

Deutscher literaturkatalog, 1904-date. Q. Lpz. 1904-date.
Volckmar. Co15.43 qD48

Prussia—Königliche bibliothek zu Berlin. Verzeichniss der aus der neu erschienenen litteratur von der Königlichen bibliothek zu Berlin und den Preussischen universitäts-bibliotheken erworbenen druckschriften, 1892–date. v. 1–date, Q. Ber. 1892–date. Behrend & Co. n.n. 35m. 018.1 qP95
 Volumes for 1892–97 include only the Royal Library of Berlin.
 1892–1905 published by Asher.

Hinrichs, J. C. Halbjahrs-katalog der im deutschen buchhandel erschienenen bücher, zeitschriften landkarten ... 1797–date. v. 1–date. Lpz. 1798–date. Hinrichs. 015.43 H59
 Semiannual. Price of volumes varies from 5m to 10.20m. Variations in title.
 1797–1900, D; 1901–date, Q.
 State Library set incomplete.

Allgemeine bibliographie; monatliches verzeichniss der wichtigsten neuen erscheinungen der deutschen und ausländischen literatur. v. 1–date, O. Lpz. 1856–date. Brockhaus 2m. 010.5 An5
 State Library set incomplete.

Wöchentliches verzeichnis der erschienenen und der vorbereiteten neuigkeiten des deutschen buchhandels ... 1842–date. v. 1–date, O. Lpz. 1842–date. Hinrichs 7.50m. 015.43 W81
 Published 1842–92 under title *Allgemeine bibliographie für Deutschland*.
 State Library has v. 52–date, 1893–date.

Börsenblatt für den deutschen buchhandel und die verwandten geschäftszweige, 1833–date. v. 1–date, Q. Lpz. 1834–date. Börsenverein der deutschen buchhändler. 015.43 qB64
 Published daily. After 1894 furnished only to the trade.
 State Library set incomplete.

Othmer, Gustav. Vademecum des buchhändlers und bücherfreundes die wichtigsten erscheinungen der schönwissenschaftlichen literatur deutschlands und des auslandes mit biographischen und anderen vermerken; fünfte auflage vollständig neu bearbeitet von F. J. Kleemeier. 689p.O. Lpz. 1903. Hinrichs n11.50m. 015.43 Ot31

Georg, Karl. Schlagwort-katalog; verzeichnis der im deutschen buchhandel erschienenen bücher und landkarten in sachlicher anordnung, 1883–1907. v. 1–4; v. 5, ptr–24, Q. Hannover 1889–1908. 015.43 qG29
 v. 1 1883–87, 35m.

- v. 2 1888-92, 57m.
 v. 3 1893-97, 85m.
 v. 4 1898-1902, 91.80m.
 v. 5 1903-1907, 1.30m a part. To be completed in about 70 parts.
 v. 1 was first published in 1888 by Cruse, and Leopold Ost appeared as joint author.
 v. 1-3 published by Lemmerman, v. 4-5 by Jänecke.
 Variations in title.

Weissbach, Hermann W. Hand-katalog des sortimenters für lager und kundenverkehr; verzeichnis einer auswahl litterarischer erscheinungen der letzten ca. 25 jahre, nach schlagworten geordnet unter berücksichtigung der praktischen bedürfnisse. Ed. 4. 296p.O. Weimar 1889. Weissbach 10m. 017.1 W43

Fourth edition of *Hilfstabelle des sortimenters für lager und kundenverkehr*.

Jahrbuch der bücherpreise; alphabetische zusammenstellung der wichtigsten auf den europäischen auktionen (mit ausschluss der englischen) verkauften bücher mit den erzielten preisen ... 1906. v. 1-2, D. Lpz. 1907-8. Harrassowitz 8m. 018.3 J19

v. 1 edited by C. Beck.

ITALIAN BIBLIOGRAPHY

Ottino, Giuseppe & Fumagalli, Giuseppe. Bibliotheca bibliographica Italica; catalogo degli scritti di bibliologia, bibliografia e biblioteconomia pubblicati in Italia e di quelli riguardanti l'Italia pubblicati all' estero ... 2 v.O. Roma 1889-95. 016.01 Ot8

v. 1 Pasqualucci, L20.

v. 2 (supplement) published at Torino, Clausen, L15.

Supplements, 1895-96, Torino, Clausen, L2.50 each; 1896-99, Roma, Setth; 1900, Torino, Clausen, L6.

Haym, Nicola Francesco. Biblioteca italiana; ossia, Notizia de' libri rari italiani, divisa in quattro parti, cioè: istoria, poesia, prose, arti e scienze ... 4v.D. Mil. 1803. Silvestri. o.p. 015.45 H331

Sixth and last edition.

Gamba, Bartolommeo. Serie dei testi di lingua e di altre opere importanti nella italiana letteratura scritte dal secolo 14 al 19. Ed. 4 enl. 25+794p. por. Q. Ven. 1839. Gondoliere. o.p. 015.45 qG14
 Worth about \$4.

Bertocci, Giuseppe. Repertorio bibliografico delle opere stampate in Italia nel secolo 19. 3v.O. Roma 1876-87.
Armanni L30. 015.45 B46

Hoepli, Ulrico. . . . I migliori libri italiani; consigliati da 100 illustri contemporanei . . . 19+434p.D. Mil. 1892.
Hoepli L3. 015.45 H77

Contents: pt 1 Consigli.
pt 2 Catalogo sistematico.
pt 3 Indice alfabetico.

—— Catalogo completo delle edizioni Hoepli, 1871-1905.
29+300p.O. Mil. 1905. Hoepli. 015.45 H772

Associazione tipografico-libreria italiana. Catalogo generale della libreria italiana dall'anno 1847 a tutto il 1899 . . . 3v. Q. Mil. 1901-5. Associazione tipografico-libreria italiana L100. 015.45 qAs7
Compiled by Attilio Pagliani.

Catalogo collettivo della libreria italiana. v. 1-4, Q. Mil. 1878-91.
Associazione tipografico-libreria italiana. CO15.45 qC28
Contents: v. 1 1878. v. 3 1884 supplement.
v. 2 1881. v. 4 1891, in two parts.
pt 2 of v. 4 is an index compiled by Filippo Salveraglio. v. 4 published at L16.
State Library sets lacks v. 2.

Bibliografia d'Italia; compilata sui documenti comunicati dal ministero dell'istruzione pubblica, per cura delle ditte librerie fratelli Bocca et Ermanno Loescher. v. 1-3, O. Fir. 1867-69. Pellas. 015.45 B471
v. 1-2 secondhand, 1894, 6m.

Bibliografia italiana; giornale dell'Associazione tipografico-libreria italiana, compilato sui documenti comunicati dal ministero dell'istruzione pubblica. v. 4-date, O. & Q. Fir. 1870-date. L15. 015.45 B472 v. 4-14; qB47 v. 15-19
Fortnightly.

Each volume has three parts:

pt 1 Catalogo alfabetico delle pubblicazioni italiane.
pt 2 Cronaca: atti dell'associazione.
pt 3 Arrisi.

v. 10-19 published at Milan.

v. 20-34, 1886-1900, were a reprint of the *Bollettino delle pubblicazioni italiane*, of the next entry, for the trade by the Associazione tipografico-libreria italiana. With 1901 separate publication is resumed.

In continuation of the preceding entry.

Italy—Biblioteca nazionale centrale di Firenze. Bollettino delle pubblicazioni italiane . . . 1886–date. v. 1–date, O. Fir. 1886–date. Società Tipografica Fiorentina L6. 015.45 Itr
State Library set lacks no. 7 of v. 1 and title-page and author index of v. 8.

Fortnightly 1886–1900; monthly 1901–date.

Sent free to all the important libraries of Italy and to the most important foreign libraries.

See preceding entry.

For fuller description of this series see Library of Congress cards under *Bibliografia italiana*.

SPANISH BIBLIOGRAPHY

Antonio, Nicolás. Bibliotheca Hispana vetus; sive, Hispani scriptores qui ab Octaviani Augusti aevo ad annum . . . 1500 floruerunt; curante Francisco Perezio Bayerio, qui et prologum et auctoris vitae epitomen et notulas adiecit . . . 2v. illus. F⁴. Matriti 1788. De Ibarra. o.p.

015.46 fAn81

Secondhand, 1894, 30m. Sold at auction, 1900–7, 4v. including *Bibliotheca Hispana nova*, \$7–\$19.50.

——— Bibliotheca Hispana nova; sive, Hispanorum scriptorum qui ab anno 1500 ad 1684 florere notitia. Ed. 2 enl. 2v. F⁴. Matriti 1783–88. De Ibarra. o.p.

015.46 fAn8

Hidalgo, Dionisio. Diccionario general de bibliografía española . . . 7v. O. Madrid 1862–81.

015.46 H53

v. 1–5 general alphabet with supplement.

v. 6 author index.

v. 7 subject index.

v. 1–5 secondhand, 1894, 75m. Set costs about \$23.

Gallardo, Bartolomé José. Ensayo de una biblioteca española de libros raros y curiosos . . . coordinados y aumentados por M. R. Zarco del Valle y J. Sancho Rayon . . . 4v. Q. Madrid 1865–89.

015.46 qG13

Printed at the expense of the government. Secondhand, 1904–6, about \$17.

Salvá y Mallen, Pedro. Catálogo de la biblioteca de Salvá; enriquecido con la descripción de otras muchas obras, de sus ediciones, etc. 2v. illus. O. Valencia 1872. Ferrer de Orga.

017.2 Sa3

Original price about \$15. Secondhand, 1904–5, about \$8.

Ticknor, George. Catalogue of the Spanish library and of the Portuguese books bequeathed by George Ticknor to the

Boston Public Library; together with the collection of Spanish and Portuguese literature in the general library; by James Lyman Whitney. 476p.Q. Bost. 1879.
 Boston Public Library \$5. Co16.86 qT43

Boletín de la librería. . . 1873–date. v.1–date, Q. Madrid 1873–date. Murillo 5 pesetas. 015.46 qB63
 Monthly. State Library has v. 27–date, 1899–date.

Bibliografía española; revista general de la librería, de la imprenta y de las industrias que concurren á la fabricación del libro, Mayo 1901–date. v.1–date. Q. Madrid 1902–date. Asociación de la librería de España 10 pesetas. 015.46 qB47
 Semimonthly.

Contents: Bibliografía, Crónica, Anuncios.

PORTUGUESE BIBLIOGRAPHY

Barbosa Machado, Diogo. Bibliotheca lusitana, historica, critica e cronologica; na qual se comprehende a noticia dos auctores portuguezes e das obras que compuseraõ desde o tempo da promulgacão da ley da graca até o tempo prezente. 4v.por.F. Lisboa 1741–59. Fonseca. o.p.
 Secondhand, 1894, \$135.

Silva, Innocencio Francisco da. Dictionario bibliographico portuguez; estudos applicaveis a Portugal e ao Brazil; continuados . . . por Brito Aranha . . . v.1–18, illus.O. Lisboa 1858–1906. Imprensa nacional. 015.469 Si3
 v. 8–18 supplement; v. 11 index to v. 1–10; v. 18 through Rodrigo of supplement.
 Costs about \$68.

Pinto de Mattos, Ricardo. Manual bibliographico portuguez de livros raros, classicos e curiosos; revisto e prefaciado pelo Camillo Castello Branco. 582p.O. Porto 1878. Livraria portuense. 015.469 P65
 Costs about \$3.

BELGIAN BIBLIOGRAPHY

Foppens, Jean François. Bibliotheca Belgica; sive, Virorum in Belgio vitâ scriptisque illustrium catalogus librorumque nomenclatura continens scriptores . . . ad annum 1680. 2v. pl. sq.Q. Bruxellis 1739. P. Foppens. o.p. 928.393 qF73
 Secondhand, 1904, 30m.

Schnée, Auguste. Trente années de la littérature belge; bibliotheca Belgica; catalogue général des principales publications belges depuis 1830 jusqu'à 1860. 97p.O. Bruxelles 1861. Schnée. 015.493 Sch5
Costs about 75c.

Bibliographie nationale; dictionnaire des écrivains belges et catalogue de leurs publications, 1830-1880. v.1-4, pt 6, O. Bruxelles 1886-1901. Weissenbruch 2.50fr a part.

015.493 B471

v. 4, pt 6, supplement Couvez—Gyselynck.

Haeghen, Ferdinand van der. Bibliotheca Belgica; bibliographie générale des Pays-Bas, par Ferd. vander Haeghen, T. J. I. Arnold et R. vanden Berghe... pt 1-171, illus. S. Gand 1879-1905. E. van der Haeghen 2fr a part.

015.492 H11

State Library has pt 1-143 in 24v.

————— Index alphabétique. 322p.S. Gand 1889?
015.492 H11 v.0

Cercle belge de la librairie et de l'imprimerie. Librairie belge; recueil alphabétique de catalogues... Ed. 3. v.p.illus.O. Bruxelles 1892. Cercle belge de la librairie. 015.493 C33
Costs about \$1.

Bibliographie de Belgique; journal officiel de la librairie, 1875-date. v.1-date,O. Bruxelles 1876-date. Cercle belge de la librairie 7.50fr. 015.493 B47
Semimonthly; v. 1-5 monthly.

Revue bibliographique belge . . . suivie d'un bulletin bibliographique international . . . v.1-date, 8°. Bruxelles 1889-date. Société belge de librairie 3fr. Monthly.

DUTCH BIBLIOGRAPHY

Abkoude, Johannes van. Naamregister van de bekendste en meest in gebruik zynde Nederduitsche boeken, welke sedert het jaar 1600 tot het jaar 1761 zyn uitgekomen... nu overzien, verbeterd en tot het jaar 1787 vermeerderd door Reinier Arrenberg. Ed. 2. 598p. sq.O. Rotterdam 1788. Arrenberg. o.p. Co15.492 Ab61

Jong, J. de. Alfabetische naamlijst van boeken welke sedert . . . 1790 tot en met . . . 1831 in Noord-Nederland zyn uitgeko-

men ... strekkende ten vervolge op het Naamregister van Nederduitsche boeken van R. Arrenberg. 755p. sq.O. 's Gravenhage 1832. Gebroeders van Cleef. o.p.

015.492 J73

——— [Supplement] tot en met ... 1832. 159p. sq.O. 's Gravenhage 1835. Gebroeders van Cleef. o.p.

015.492 J73

For later years see under Brinkman, C. L. *pub.*

Alphabetische naamlijst van fonds-artikelen; voorkomende in het Naamregister van Nederlandsche boeken, alsmede in de Alphabetische naamlijst van boeken, achtereenvolgens uitgegeven bij R. Arrenberg en de gebroeders van Cleef en waarvan het regt van eigendom aan anderen is overgegaan. 122p. sq.O. 's Gravenhage 1839. Gebroeders van Cleef.

015.492 J73

Brinkman, C. L. *pub.* Alphabetische naamlijst van boeken, plaat- en kaartwerken, die gedurende de jaren 1833 tot en met 1875 in Nederland uitgegeven of herdrukt zijn ... strekkende ten vervolge op de Alphabetische naamlijst van boeken ... door J. de Jong ... 3v. sq.O. Amst. 1858-78. Brinkman.

015.492 B773

v. 1 1833-49; published 1850-58.

v. 2 1850-62 " 1866-68.

v. 3 1863-75 " 1876-78.

3v. with *Register*, secondhand, 1894, 40m.

——— *Catalogus* der boeken, plaat- en kaartwerken die ... 1850 tot en met 1900 in Nederland zijn uitgegeven of herdrukt ... door R. van der Meulen. v. 1-3, O. Leiden 1884-1901. Sijthoff. Co15.492 B77

v. 1-2, 1850-91, published at Amsterdam by Brinkman.

v. 1 published at f 39.55, v. 2 at f 30, v. 3 at f 34.50.

——— *Repertorium* ... bevattende ... de onderwerpen ... 1850 tot en met 1900 ... bewerkt door R. van der Meulen. v. 1-3, O. Leiden n. d. Sijthoff. 015.492 B771
In State Library set v. 2 of the *Repertorium* included in v. 2 of the *Catalogus*.

v. 1-2 published at Amsterdam by Brinkman.

v. 1 published at f 21.70, v. 2 at f 13, v. 3 at f 18.

Nijhoff, Martinus. *Sciences, belles-lettres et arts dans les Pays-Bas, surtout au 19e siècle; bibliographie systématique.* v.1, O. La Haye 1895. Nijhoff 5.50m. 015.492 N58
Contents: v. 1 Linguistique, histoire littéraire, belles-lettres.

Brinkman's alphabetische lijst van boeken, landkaarten en verder. in den boekhandel voorkomende artikelen, die ... in het koninkrijk der Nederlanden uitgegeven of herdrukt zijn ... alsmede een wetenschappelijk register [1846]-date. v. 1-date, D. Leiden 1846-date. Sijthoff fl.70. 015.492 B772 Annual. Before 1881 published at Amsterdam by C. L. Brinkman with title *Alphabetische naamlijst*. State Library set incomplete.

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Nieuwsblad voor den boekhandel; uitgegeven door de Vereeniging ter bevordering van de belangen des boekhandels. v. 1-date, 4°. Amst. 1834-date. About fl2. Semiweekly. Early years weekly.

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Brunn, Christian Walther. Bibliotheca Danica; systematisk fortegnelse over den danske literatur fra 1482 til 1830 efter samlingerne i det store kongelige bibliotek i Kjöbenhavn med supplementer fra universitetsbibliotheket i Kjöbenhavn og Karen Brahes bibliotek i Odense ... 3v.Q. Kjöb. 1877-96. Glydendal. 015.489 qB83 Costs about \$9.

Nyerup, Rasmus & Kraft, Jens Edvard. Almindeligt literaturlæxicon for Danmark, Norge og Island ... 4°. Kjöb. 1820. Gyldendal 4thlr. o.p. Secondhand, 1904, 8m.

Erslew, Thomas Hansen. Almindeligt forfatter-læxicon for kongeriget Danmark med tilhørende bilande, fra 1814 til 1840 ... 3v. 1por.O. Kjöb. 1843-53. Reitzel 15 rd. incl. supplement. 928.398 Er8

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Josephson, Aksel Gustav Salomon. Notes on Swedish bibliog-
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(Skrifter utgifna af svenska literatursällskapet)

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INDEX

Abkoude. Naamregister van boeken, 30
Allgemeine bibliographie, 25
Allgemeine bibliographie für Deutschland, 25
Alphabetische naamlijst van fonds-artikelen, 31
American book-prices current, 16
American catalogue, 13-14
American literary gazette, 15
American publishers' circular and literary gazette, 16
Annual American catalogue, 14
Antonio. Bibliotheca Hispana nova, 28
 ——— Bibliotheca Hispana vetus, 28
Associazione tipografico-libreria italiana. Catalogo generale della libreria italiana, 27
Barbier & Desessarts. Nouvelle bibliothèque d'un homme de goût, 12
Barbosa Machado. Bibliotheca lusitana, historica, critica e cronologica, 29
Bertocci. Repertorio bibliografico delle opere stampate in Italia nel secolo 19, 27
Bibliografia d'Italia, 27
Bibliografia española, 29
Bibliografia italiana, 27
Bibliographia bibliographica; repertoire annuel des travaux de bibliographie, 10
Bibliographie de la France, 21
Bibliographie de Belgique, 30
Bibliographie des bibliotheks-und buchwesens, 10
Bibliographie nationale, 30
Boletín de la librería, 29
Bolton. Helps for cataloguers of serials, 10
Book-auction records, 19

Book-prices current, 19
Book review digest, 15
Bookseller, 18
Börsenblatt für den deutschen buchhandel, 25
Botten-Hansen. La Norvège littéraire, 34
Brinkman. Alphabetische naamlijst van boeken, plaat- en kaartwerken, 31
 ——— Catalogus der boeken, 31
 ——— Repertorium, 31
Brinkman's alphabetische lijst van boeken, landkaarten, 32
British Museum-Library. Catalogue of printed books, 16
 ——— List of bibliographical works in the reading room, 7
Broberg. Årskatalog för svenska bokhandeln, 34
 ——— Svensk bok-katalog, 34
Brunet. Manuel du libraire et de l'amateur de livres, 11, 19
Brunn. Bibliotheca Danica, 32
Caspar. List of practical bibliographical reference works, 9
Catalogo collettivo della libreria italiana, 27
Catalogue mensuel de la librairie française, 22
Cercle belge de la librairie et de l'imprimerie. Librairie belge, 30
Christiania, Kongelige Frederiks universitet-Bibliotheket, Aarbog, 35
Clarke. Bibliographical dictionary, 12
 ——— Bibliographical miscellany, 12
Courtney. Register of national bibliography, 6
Cumulative book index, 15
Cumulative book review digest, 15
Cutter. Some works of reference, 9

- Dansk bogfortegnelse**, 33
Dansk boghandlertidende, 33
Debure. Bibliographie instructive, 12
Denis, Pinçon & Martonne. Nouveau manuel de bibliographie universelle, 12
Deschamps. Dictionnaire de géographie ancienne et moderne, 11
Deutscher literaturkatalog, 24
- Ebert**. Allgemeines bibliographisches lexikon, 11
 — General bibliographical dictionary, 11
 English catalogue of books, 17
Erslew. Almindeligt forfatter-lexicon for Danmark, 32-33
Evans. American bibliography, 13
- Fletcher**. Bibliographies, American and English, 10
Foppens. Bibliotheca Belgica, 29
Ford. Check list of bibliographies, 10
France—Bibliothèque nationale. Bulletin mensuel, 21
 — Catalogue général des livres imprimés, 19
French bibliographies, 10, 19
- Gallardo**. Ensayo de una biblioteca española de libros raros y curiosos, 28
Gamba. Serie dei testi di lingua e di altre opere importanti nella italiana letteratura, 26
Gavet. Sources de l'histoire des institutions et du droit français, 7
General catalogue of books published in London, 17
Georg. Schlagwort-katalog, 25-26
Georgi. Allgemeines europäisches bücher-lexicon, 12, 22
Gesamt-verlags-katalog des deutschen buchhandels, 24
Gräsel. Handbuch der bibliothekslehre, 10
- Gräsel**. Manuel de bibliothéconomie, 9
Grässe. Tresor de livres rares et précieux, 11, 22-23
Growoll. A bookseller's library, 9
 — Book-trade bibliography in the United States in the 19th century, 10, 12
 — Three centuries of English book trade bibliography, 10, 16
Guild. Librarian's manual, 8
- Haeghen**. Bibliotheca Belgica, 30
Halvorsen. Norsk forfatter-lexikon, 34
Haym. Biblioteca italiana, 26
Heinsius. Allgemeines bücher-lexikon, 23
Hidalgo. Diccionario general de bibliografía española, 28
Hinrichs. Halbjahrs-katalog, 25
Hinrichs' bücher-catalog, 24
Hinrichs' fünfjahrs-katalog, 24
Hodgson. Classified index to the London catalogue, 17
 — London catalogue of books published in Great Britain, 17
Hoepli. Catalogo completo delle edizioni Hoepli, 1871-1905, 27
 — I migliori libri italiani, 27
Horne. An introduction to the study of bibliography, 8
- Italy**. Biblioteca nazionale centrale di Firenze. Bolletino delle pubblicazioni italiane, 28
- Jahrbuch der bücherpreise**, 26
John Crerar Library. List of bibliographies of special subjects, 7
Jong. Alphabetische naamlijst van boeken, 30-31
Josephson. Bibliographies of bibliographies, 6
 — Notes on Swedish bibliography, 11, 33
Journal général de l'imprimerie et de la librairie, 21

- Kayser.** Vollständiges bücher-lexicon, 23-24
- Kelly.** American catalogue of books, 13
- Keogh.** Some general bibliographical works of value to the student of English, 10
- Klemming.** Sveriges bibliografi, 33
- Kraft.** Norsk forfatter-lexikon, 34
- Langlois.** Manuel de bibliographie historique, 7
- Laporte.** Bibliographie contemporaine, 20
- Le Soudier.** Bibliographie française, 21
- Leyboldt.** Bibliographical aids, 9
- Linnström.** Svenskt boklexikon, 34
- Literary gazette and publishers' circular,** 15
- Livingston.** Auction prices of books, 19
- London catalogue of books,** 17
- Lorenz.** Catalogue général de la librairie française, 20
- Lowndes.** Bibliographer's manual of English literature, 16
- Lundstedt.** Aperçu de la principale littérature bibliographique de la Suède, 11, 33
- Maandelijksche lijst van boeken,** 32
- Macmillan & Co.** Bibliographical catalogue of publications, 18
- Nachtmann.** Index to subject bibliographies in library bulletins, 8
- Namur.** Bibliographie paléographique-diplomatico-bibliologique générale, 8
- Nederlandsche bibliographie,** 32
- N. Y. (state)-Library.** Catalogue of the books on bibliography, typography and engraving, 8
- Selection of cataloguers reference books in New York State Library, 7
- Newspapers published in Great Britain and Ireland,** 16
- Nieuwsblad voor den boekhandel,** 32
- Nijhoff.** Sciences, belles-lettres et arts dans les Pays-bas, 31
- Nordisk boghandlertidende,** 33
- Norsk bog-fortegnelse,** 35
- Norsk boghandlertidende,** 35
- Norton's literary advertiser,** 15
- Norton's literary gazette,** 15
- Nya bokhandelstidningen,** 34
- Nyerup & Kraft.** Almindeligt literatur-lexicon for Danmark, Norge og Island, 32
- Othmer.** Vademecum des buchhändlers und bücherfreundes, 25
- Ottino & Fumagalli.** Bibliotheca bibliographica Italica, 11, 26
- Pawlowski.** Les travaux bibliographiques de 1867 à 1878, 7
- Peignot.** Répertoire bibliographique universel, 8
- Pettersen.** Norsk boglexikon, 34
- Petzholdt.** Bibliotheca bibliographica, 6
- Pinto de Mattos.** Manual bibliographico portuguez de livros raros, classicos e curiosos, 29
- Polybiblion,** 21
- Power.** Handy-book about books, 9
- Providence (R. I.)-Public Library.** Index to reference lists published in library bulletins, 8
- Prussia-Königliche bibliothek zu Berlin.** Verzeichniss der druckschriften, 25
- Publishers' circular,** 18
- Publishers' trade list annual,** 15
- Publishers' weekly,** 15
- Quérard.** La France littéraire, 20
- & others. La littérature française contemporaine, 20
- Reference catalogue of current literature,** 18
- Répertoire bibliographique de la librairie française,** 21
- Revue bibliographique belge,** 30
- Revue général de bibliographie française,** 21

- Revue général de critique et de bibliographie, 21
- Rogers. Manual of bibliography, 9
- Roorbach. Bibliotheca Americana, 13
- Sabin.** Bibliography of bibliography, 9
- Salvá y Mallen. Catálogo de la biblioteca de Salvá, 28
- Schnée. Trente années de la littérature belge, 30
- Silva. Dicionario bibliographico portuguez, 29
- Some French bibliographies, 10, 19
- Steiger. Bibliographical bibliography, 11, 22
- Stein. Les travaux bibliographiques de 1878 à 1888, 7
- Manuel de bibliographie générale, 6
- Svensk bokhandels-tidning, 34
- Thelert.** Supplement zu Heinsius', Hinrichs' u. Kayser's bücher-lexikon, 24
- Ticknor. Catalogue of the Spanish library and of the Portuguese books bequeathed to the Boston Public Library, 28-29
- Uniform** trade list annual, 15
- U. S.—Copyrights, Office of the register of. Catalogue of copyright entries, 15
- United States catalog, 14
- Vallée.** Bibliographie des bibliographies, 7
- Vicaire. Manuel de l'amateur de livres du 19e siècle, 21
- Watt.** Bibliotheca Britannica, 12, 16
- Weissbach. Hand-katalog des sortiments für lager und kundenverkehr, 26
- Wheatley. General bibliographies, 9
- Whitney. Catalogue of the bibliographies of special subjects in the Boston Public Library, 7-8
- Wöchentliches verzeichnis, 25

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	PAGE		PAGE
Calendar 1907-8.....	4	Alumni	16
Work of the year	5	Positions filled 1907-8.....	16
Faculty.....	5	New York State Library School	
Attendance	6	Association.....	19
List of students 1907-8	6	Student loan fund.....	19
Staff instruction.....	7	Handbook.....	20
Changes in courses of study ...	7	A. L. A. attendance	20
Annual visit to other libraries..	10	Class organizations	21
Bibliographies	10	Necrology.....	22
Commencement.....	11	Notes and comments.....	22
Credentials	11	School library	22
Degrees	11	A. L. A. committee on library	
Summer session	12	training	23
Summer session students 1908..	13	Publications	23
Lecturers 1907-8.....	15	Index	25

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1911	EDWARD LAUTERBACH M.A. LL.D. - - - - -	- New York
1909	EUGENE A. PHILBIN LL.B. LL.D. - - - - -	- New York
1916	LUCIAN L. SHEDDEN LL.B. LL.D. - - - - -	- Plattsburg

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JAMES I. WYER, JR, M.L.S.

Director of Science and State Museum
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School Libraries, CHARLES E. FITCH L.H.D.
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Trades Schools, ARTHUR D. DEAN B.S.
Visual Instruction, DELANCEY M. ELLIS

New York State Library, Albany, N. Y., November 21, 1908

Hon. Andrew S. Draper
Commissioner of Education


DEAR SIR: I have the honor to transmit herewith and to recommend for publication the 22d annual report of the New York State Library School for the year ending September 30, 1908.

Very respectfully

JAMES I. WYER, JR
Director

State of New York
Education Department
COMMISSIONER'S ROOM

Approved for publication this 23d day of November 1908



Commissioner of Education

CALENDAR 1907-8

General

1907		
September	27-28	Entrance examinations
October	2	School opened Wednesday a.m.
November	5	Election day, holiday
" 27-Dec.	2	Thanksgiving recess, Wednesday noon to Monday p.m.
December	3	Lectures began Tuesday a.m.
"	20	Christmas recess began Friday p.m.
1908		
January	2	Christmas recess ended Thursday p.m.
"	3	Lectures began Friday a.m.
"	13	Visit to Gloversville and Johnstown public libraries
February	12	Lincoln's birthday, holiday, Wednesday
"	22	Washington's birthday, holiday, Saturday
April	7-20	Visit to New England libraries
"	21	Lectures began Tuesday a.m.
May	18	Visit to Utica public library
"	30	Decoration day, holiday, Saturday
June 3-July	15	Summer session, Wednesday a.m. to Wednesday p.m.
June	20	School closed, Saturday a.m.

Examinations

1907		
December	17	Elementary bibliography, Tuesday a.m.
"	20	Order and accession work and elementary library buildings, Friday a.m.
1908		
February	1	Advanced library buildings, Saturday a.m.
"	21	Elementary classification, Friday a.m.
March	28	Advanced cataloguing, Saturday a.m.
April	1	Advanced classification, Wednesday a.m.
"	3	Loan and shelf work, Friday a.m.
"	4	Indexing, Saturday a.m.
May	22	Elementary cataloguing, Friday a.m.
"	29	Advanced reference and government documents, Friday a.m.
June	4	Advanced bibliography, Thursday a.m.
"	10	Selection of books, Wednesday a.m.
"	11	Bookbinding, Thursday a.m.
"	18	History of libraries, Thursday a.m.
"	19	Elementary reference, Friday a.m.

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ALBANY, N. Y.

JANUARY 1, 1909

New York State Library

Library School 27

22d ANNUAL REPORT OF LIBRARY SCHOOL 1908

The report on the New York State Library School for the year ending September 30, 1908, is as follows:

Work of the year

The faculty for the year was as follows:

Edwin Hatfield Anderson M.A. (Wabash) *Director*. Lecturer on library administration, 1906-8

James Ingersoll Wyer, Jr. M.L.S. (N.Y.) *Vice Director*. Instructor in bookbinding, public documents, reference work; lecturer on American libraries, 1906-

Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889-

Walter Stanley Biscoe M.A. (Amherst) Instructor in bibliography, advanced classification, history of libraries and printing, 1887-

Ada Alice Jones, *Secretary of faculty*. Instructor in advanced cataloguing, 1888-

William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-

Martha Thorne Wheeler, Instructor in selection of books, indexing, 1895-

Corinne Bacon (Packer Collegiate Institute) B.L.S. (N.Y.) Instructor in elementary cataloguing, elementary classification, library seminar, order and accession, shelf and loan work, in charge of summer course, 1903-

Edna M. Sanderson B.A. (Wellesley) *Registrar*. 1905-

Mr Edwin H. Anderson, since January 1, 1906 Director of the New York State Library and Library School, resigned on June 1, 1908. He was succeeded by the Vice Director, Mr J. I. Wyer, Jr, the vice directorship remaining vacant during the rest of the school year. On August 28, 1908 Mr Frank K. Walter was appointed Vice Director, service to begin October 1, 1908.

Attendance. The 22d school year opened Wednesday, October 2, 1907. Thirty-four regularly matriculated students were registered for work during the year, 16 seniors and 18 juniors. Of this number, 11 came from New York State, the remaining 23 coming from 16 other states and the District of Columbia.

Among the 34 students, 26 colleges were represented, Vassar sending 4 and the University of Nebraska, the University of Texas, Wellesley and the University of Wooster, 2 each. Two students held masters degrees and 17 had previous library experience.

While the school is maintained primarily for New York State and extra tuition is charged to outside students, since its foundation 351 students have come from 32 other states and from Canada, England, Australia, Germany, Hawaii, Holland, Norway and Sweden.

List of students

Seniors. Class of 1908

- Adsit, R. Lionne**, Voorheesville, N.Y. B.A. (Vassar College) 1906
Baker, Mary Ellen, Decatur, Ill. B.A. (Lincoln College) 1900; Iowa Summer School for Library Training, 1902; Illinois University Library School, 1906-7
Coffin, Helen, Albany, N.Y. B.A. (Cornell University) 1906
Compton, Charles Herrick, Lincoln, Neb. B.A. (University of Nebraska) 1901
Cooper, Isabella Mitchell, Troy, N.Y. B.A. (Barnard College) 1901; Columbia University, 1901-6; New York Public Library Training Class, 1904-5
Fay, Lucy Ella, Knoxville, Tenn. B.A. (Newcomb Memorial College) 1895; M.A. (University of Texas) 1901
Hart, Fanny, New York city. B.A. (Vassar College) 1898; Teachers College, Columbia University, 1898-99
Holding, Anna Lucille, Albany, N.Y. B.A. (Oberlin College) 1901; West Virginia University Summer School, 1902, 1903
McVety, Margaret A., Iron Mountain, Mich. B.A. (Colorado College) 1901
Porter, Charles F., Albany, N.Y. B.A. (Hamilton College) 1884; Auburn Theological Seminary, 1884-87
Roberts, Ethel Dane, Wausau, Wis. B.A. (University of Wooster) 1891
Rush, Charles Everett, Fairmount, Ind. B.A. (Earlham College) 1905; Wisconsin Free Library Commission Summer School of Library Science, 1904
Smith, Elizabeth Manley, Portland, Me. B.A. (Vassar College) 1902

Stebbins, Howard Leslie, Springfield, Mass. B.A. (Amherst College) 1906
 Strange, Joanna Glead, Sioux City, Ia. Iowa Summer School for Library
 Training, 1902; B.A. (State University of Iowa) 1906
 White, Mabel Gordon, New York city. B.A. (Vassar College) 1906

Juniors. Class of 1909

Adams, Leta Emma, Lincoln, Neb. B.A. (University of Nebraska) 1906
 Blair, Irene Elise, Sedalia, Mo. B.A. (University of Missouri) 1902
 Blanchard, Linn Rudolph, Woodstock, Vt. B.A. (St Lawrence University)
 1906
 Culver, Essae Martha, Phoenix, Ariz. B.L. (Pomona College) 1905
 Davis, Mary Herbert, New London, Ct. B.A. (Mt Holyoke College) 1907
 Fargo, Lucile Foster, Walla Walla, Wash. Yankton College, 1899-1901;
 B.L. (Whitman College) 1903; M.L. 1904
 Field, Agnes Jeannette, Humboldt, Ia. B.A. (State University of Iowa) 1907
 Gray, Florence Brookes, Albany, N.Y. Ph.B. (Syracuse University) 1907
 Greenman, Edward Douglas, Albany, N.Y. Ph.B. (Union University) 1904
 Hardman, Elisabeth, North Adams, Mass. B.A. (Wellesley College) 1905
 Hawks, Blanche Loraine, Keuka Park, N.Y. B.A. (Keuka College) 1903
 Hunter, Grace Elizabeth, Washington, D.C. B.A. (University of Nebraska)
 1906
 Langfitt, Frances Stella, Pittsburg, Pa. Pennsylvania College for Women
 1896-97; Ph.B. (University of Wooster) 1901
 Milam, Carl Hastings, Newkirk, Okla. B.A. (University of Oklahoma) 1907
 Phipps, Gertrude Eleanor, Dorchester, Mass. B.A. (Wellesley College) 1906
 Rhodes, Isabella Knox, Niagara Falls, N.Y. B.A. (Smith College) 1907
 Searcy, Katherine Andrews, Brenham, Texas. B.L. (University of Texas)
 1906
 Towner, Isabel Louise, Washington, D.C. B.A. (Woman's College of Balti-
 more) 1906

Staff instruction. Seven members of the staff of the New York State Library ineligible as regularly matriculated students were registered as special students on their own time. No charge is made for such tuition since the library is the direct gainer from the increased efficiency of such assistants.

Changes in courses of study

Advanced reference

Nine lectures were added to the course in advanced reference work which was constituted as follows:

Arrangement and use of law libraries. Mr Gilbert
 Law books for a popular library. Mr Gilbert
 Manuscripts. Mr van Laer
 Medical libraries and books. Miss Bunnell
 Patents. Mr Champlin
 Legislative reference work. Mr Bramhall
 Local history and genealogy. Miss Van Peyma (2 lectures)

Learned societies and their publications. Mr Wyer (3 lectures)
Dissertations. Mr Wyer
Indexes to foreign periodicals. Mr Wyer
A group of annuals. Mr Wyer
Important periodicals not in Poole. Mr Wyer (3 lectures)
Trade journals. Mr Wyer

The course has been prepared and is given with college and university libraries, large reference libraries or reference departments of large public libraries in mind. Problems accompany more than half of the lectures.

Advanced classification

The course in advanced classification was somewhat abridged by omitting the discussion of several little used schemes and reducing the number of lectures on the Expansive classification to six, which are now given by Mr Frank K. Walter. Though the lectures on this scheme were thus reduced in number, the amount of practice in classification was increased rather than diminished, a minimum of 135 books being required from each student.

Elective work

The opportunity, first offered last year, to elect 100 hours of senior work from a total of 350 hours offered in six different subjects was repeated. The wide range of work chosen by the various members of the class more than justified the introduction of these electives.

Administration

The course on administration of large libraries comprised the following lectures:

Miss Hitchler, Organization and administration of the catalogue department of a large public library (3); Mr Eastman, Founding and government of libraries (6); Mr Wyer, Administration of college libraries (2); Mr Bostwick, Branch library administration (3).

In the course on administration of small libraries, special lectures were given as follows:

Miss Freeman, Essentials of organization and administration of small libraries (8 lectures: 3 optional for juniors; all required of summer school).

As in the past, the needs of the small and moderate sized library were constantly kept in mind in the technical courses in loan work, cataloguing, reference etc., given in the junior year and frequent reference was made to the administrative aspects of these subjects.

Practice work

When the tuition fees were increased in 1902, the required hours of practice work in the New York State Library were reduced in order to strengthen some of the regular courses and to give the students greater opportunity for elective work and practice in other libraries. It was also decided that the practice work should be made as useful as possible to students without regard to its value to the State Library.

This change enabled the School to take advantage of the greatly improved opportunities for public library work, which have been made available through the growth and development of the free libraries of Albany during the past few years. In the practice at these libraries the cordial coöperation of the librarians and assistants, three of whom are former Library School students, while four have taken courses in the Summer School, adds very greatly to the value of the work.

There are now only two public libraries in the State, outside of Greater New York, which circulate more books than the combined Young Men's Association Library and its branch the Pruyn Library, which with 35,177 volumes, have a circulation of 192,089. These libraries have successful pay duplicate collections, children's departments, open shelves and modern loan systems. They also employ a trained children's librarian, who conducts story hours in the public schools as well as in the Y.M.A. and Pruyn Libraries, where she is glad to give special attention to Library School students who wish practice in children's work.

In addition to reference work and story hours at the high school, the Public School Library, numbering 32,052 volumes gives the Library School students practice in the simpler methods of cataloguing.

To emphasize further the work with the smaller libraries, half of the elementary practice in classification in the State Library is devoted to classification for popular libraries, under the supervision of the head classifier, whose experience in public libraries specially fits her for the work. The 50 hours practice in elementary cataloguing, carefully revised by the head cataloguer, is particularly helpful, as the practice in advanced cataloguing is no longer required.

Advanced practice work. In advanced practice work 85 hours of reference work in the State Library (including 25 hours with study clubs) and 75 hours of staff service in outside libraries are required and 100 hours cataloguing and 50-100 hours bibliographic

work are elective. If the 100 hours practice in cataloguing and bibliography are not elected, an equivalent must be substituted from the following courses:

Administration of large libraries	25 hours
Indexing	20 "
Library buildings	40 "
Advanced reference work	63 "

The 75 hours or two weeks practical service in an approved library is to be rendered between junior and senior years unless previous library experience is accepted as an equivalent. In the senior class of 1908 there were only three for whom it was necessary to arrange for this outside service, and in the senior class of 1909 all have held library positions, some of them for several years.

Annual visit to other libraries. The 17th annual visit (the 8th biennial visit to the libraries of New England) was made April 7-20, 1908.

Thirty-one students under the general charge of the Vice Director formed the party.

Several libraries which had been included in former trips were omitted in this year's itinerary. This made the trip less hurried and exhausting, and permitted a more careful examination of the libraries which were visited.

The most important innovation was the visits paid by the School to the libraries of Gloversville, Johnstown and Utica. The first two were visited January 13, 1908; the visit to Utica was made May 18. The trip was of decided value in demonstrating to the students of the School the excellent work which is being done in the better libraries of our own vicinity. At Gloversville and Utica the students were most hospitably entertained at luncheon and at all three of the libraries every opportunity was given to study the work in detail.

Bibliographies. A complete list of bibliographies offered as a graduation requirement through April 1902 was printed in the last Register [Library School bulletin no. 11, 1902. p. 53-58].

A list of manuscript bibliographies and indexes in the State Library, September 30, 1905, including Library School graduation bibliographies not then in print, may be found in table P₂ of the State Library Report for 1905. The 20th and 21st Reports of the Library School for 1906-7 give supplementary lists of student bibliographies completed during those years.

The following original bibliographies were submitted and approved during 1908.

- Adsit, R. L. Bibliography of third parties in the United States since 1856
- Baker, M. E. Bibliography of lists of New England soldiers who have served in the regular and volunteer armies and navies of the United States, whether colonial or constitutional; preceded by a bibliography of lists not confined to any one group of states
- Compton, C. H. Realistic sociology in fact and fiction; a reading list
- Cooper, I. M. Colley Cibber, 1671-1757
- Fay, L. E. Bibliography of the English translations of Horace
- Holding, A. L. List of books in European languages, about America, for immigrants
- McVety, M. A. Reading list on journalism
- Porter, C. F. Edmund Spenser
- Roberts, E. D. American Dante bibliography, May 1896-May 1908, supplementing the American Dante bibliography compiled by T. W. Koch and published in the 15th annual report of the Dante Society
- Rush, C. E. Annotated list of periodicals selected for a public library
- Stebbins, H. L. Signaling and train despatching on the steam railroads of the United States
- Strange, J. G. Juvenile courts in the United States
- White, M. G. Reading list on China

Commencement. No formal graduating exercises were held owing to the resignation of Mr Anderson and the absence of the new Director, Mr Wyer, at the annual conference of the American Library Association. At a reception given by Mr and Mrs Wyer to the faculty and students shortly before the close of the School, Mr William R. Eastman, '92, Chief of the Educational Extension Division, addressed the senior class. This address is published in the *Library Journal* of September 1908 [33: 354-56].

Credentials. There were issued during the year 366 examination pass cards, each card representing a different student or subject, 481 instructor's pass cards, 11 certificates of completion of one year of the regular course and 21 certificates of completion of the general course of the summer session.

Degree of B.L.S. The degree of bachelor of library science was conferred upon the following persons: Rebecca Whitney Wright 1905, Charles Herrick Compton 1906, Anna Lucille Holding 1906, and upon the following members of the class of 1908: R. Lionne Adsit, Mary Ellen Baker, Isabella Mitchell Cooper, Lucy Ella Fay, Mar-

garet A. McVety, Charles Frederick Porter, Ethel Dane Roberts, Charles Everett Rush, Howard Leslie Stebbins, Joanna Gleed Strange, Mabel Gordon White.

Summer session. The 11th summer session, June 3-July 15, under the general charge of Miss Corinne Bacon, with its total enrolment of 41 was larger than in any preceding year. The attendance by states was as follows: New York, 27; Connecticut, Massachusetts, New Jersey and Washington, 2 each; Delaware, Georgia, Indiana, Pennsylvania, Texas and Virginia, 1 each. Twenty-five took the full general course, 9 were registered for the special course in work with children and 7 took partial courses in special subjects. Had all been enrolled for the general course it would have been impossible to do justice to so large a number.

The general course included 88 lectures, 10 more than in the preceding year, the increase being mainly in reference and selection of books. To meet better the needs of the small library the course in cataloguing was considerably simplified by the omission of data chiefly useful to large libraries. Forty-four of the lectures required from 2 to 4 hours of practice preparation outside of class.

The special course in work with children consisted of 9 lectures by Miss Clara W. Hunt, superintendent of children's work, Brooklyn Public Library; Miss Frances J. Olcott, director of the Carnegie Library Training School for Children's Librarians, Pittsburg; and Miss Annie T. Eaton, children's librarian, Pruyn Library, Albany, N. Y.

The other outside lecturers were Miss Marilla W. Freeman, reference librarian, Louisville (Ky.) Free Public Library, Mr A. L. Peck, librarian, Gloversville (N.Y.) Free Library and Mrs S. C. Fairchild.

The subjects offered with the number of lecture hours required in each were as follows:

Cataloguing 19 (Miss Bacon)

Classification 11 (Miss Hawkins)

Book selection 10 (Miss Bacon and Miss Wheeler)

Reference 9 (Mr Wyer)

Work with children 9 (Miss Hunt 4; Miss Olcott 4; Miss Eaton 1)

Administration 8 (Miss Freeman)

Rooms and fittings 3 (Mr Eastman)

Trade bibliography 3 (Mr Biscoe)

Loan work 2 (Miss Phelps)

Book numbers 2 (Miss Hawkins)

Order and accession 2 (Miss Phelps)
 Shelflisting 1 (Miss Phelps)
 Binding 1 (Mr Wyer)
 Libraries and schools 1 (Miss Brown)
 Bookbuying and importing 1 (Mr Peck)
 Library work for the blind 1 (Mrs Fairchild)
 Work of Division of Visual Instruction 1 (Mr Ellis)
 Work of Educational Extension Division 1 (Mr Eastman)

The problem of what is the best use to make of the time spent in a six weeks summer session and just how to balance the different subjects which it seems desirable to offer, is a difficult one. It has for so long been supposed that cataloguing is the backbone of effective library administration, that this subject always looms far larger than any other in the program of either a summer or a winter school. In the former case, however, the excessive time given to cataloguing seems to be at the expense of the more inspirational features of the work and the faculty is seriously considering either the omission of all cataloguing from the general course in 1909 and offering it as a special elective course covering about four weeks, or a considerable reduction in the time and work given to the subject. So many of those who come to a summer session are from libraries too small to find use for any catalogue at all, or at least too small for any but the briefest author and title list, or they fill positions which never have demanded and probably never will permit any or much experience in cataloguing. The omission of this subject from the required work of the summer session will give a very welcome increase of leisure time which may be devoted with profit to book selection, personal work with readers, the actual study of the inside of the books themselves and the larger phases of library administration which are related to the community which it serves.

Summer session students

Class of 1908

Full course

Andrews, Clara, assistant Olean (N.Y.) Public Library
 Barker, Jessie C., branch librarian Queens Borough Public Library, Long Island City
 Bischof, Mildred Louise, assistant Webster branch New York Public Library
 Boyle, Mrs Ellen Bullard, assistant Steele Memorial Library, Elmira, N.Y.
 Brainerd, Mary Beale, desk clerk circulating department Seattle Public Library
 Cheney, Nellie Mae, assistant Ilion (N.Y.) Public Library
 Cornell, Agnes Williams, general assistant Trenton Public Library

Crawford, Caddie, first assistant Lyceum and Carnegie Library, Houston, Tex.
 Davidson, Anna B., general assistant Y.M.A. Library, Albany
 Gates, Edith M., senior assistant circulating department Worcester Public Library
 Grannis, Helen Margaret, assistant Muhlenberg branch New York Public Library
 Hamilton, Janet McQueen, assistant Schenectady (N.Y.) Public Library
 Hurlbut, Claire Almyra, special assistant State Normal School, Oneonta, N.Y.
 Lacy, Mary Goodwin, librarian Virginia Polytechnic Institute Library, Blacksburg
 Mixsell, Cynthia Jackson, children's librarian Mt Vernon (N.Y.) Public Library
 Palmatary, Helen Constance, assistant reference librarian Wilmington, (Del.) Institute Free Library
 Richards, Mabel E., librarian Little Falls (N.Y.) Public School Library
 Robinson, Harriet C., assistant Schenectady (N.Y.) Public Library
 Shill, Margaret May, general assistant Trenton Free Public Library
 Steele, Grace, reference librarian Carnegie Public Library, Bradford, Pa.
 Stowell, Grace, under appointment as assistant Olean (N.Y.) Public Library
 Vedder, Almeda Ostrom, assistant Schenectady (N.Y.) Public Library
 Williamson, Dorothy Edith, assistant Schenectady (N.Y.) Public Library
 Wilson, Mabel Zoe, librarian State Normal School, Bellingham, Wash.
 Wood, Florence E., assistant Mt Vernon (N.Y.) Public Library

Partial course

Boyle, Julia E., assistant N.Y. State Library School
 Huntington, Mary E., assistant New Rochelle (N.Y.) Public Library
 Mulholland, Florence, assistant N.Y. State Library
 Phillips, Rosina O., assistant N.Y. State Library
 Reese, Rena, cataloguer State Normal School Library, Geneseo
 Venn, Florence, reference librarian Indiana State Library, Indianapolis
 Wilson, Janet, assistant N.Y. State Library

Children's course

Andrew, Mrs Kate Deane, librarian Steele Memorial Library, Elmira, N.Y.
 Belding, Ellinor Frost, children's librarian Adriaance Memorial Library. Poughkeepsie, N.Y.
 Brainerd, Jessie Florence, children's librarian New Rochelle (N.Y.) Public Library
 Gordy, Mrs Connie Ledsinger, assistant librarian Columbus (Ga.) Public Library
 Overton, Jacqueline M., assistant in charge of the children's room Yorkville branch New York Public Library
 Temple, Mabel, librarian North Adams (Mass.) Public Library
 White, Gertrude Fitch, children's librarian New Haven (Conn.) Free Public Library
 White, Josephine M., assistant in charge of children's room Riverside branch New York Public Library
 Wright, Harriet S., assistant New Britain (Conn.) Institute Library

Lecturers 1907-8

Aside from the faculty, 29 persons gave 92 lectures before the school as follows:

LECTURER	POSITION	NO. LEC.	SUBJECT
Askew, Sarah B. . . .	Organizer N. J. Public Libraries Commission	2	Work of a library commission
Betteridge, Grace L. .	In charge traveling libraries and study clubs, N. Y. State Library . . .	1	New York State traveling libraries and study clubs
Bostwick, A. E.	Chief circulation dep't New York Public Library	1 2	The branch library as part of a system of distribution Administration of branch libraries
Bramhall, F. D.	Sociology librarian N. Y. State Library	1	Work of a legislative librarian
aBrown, Zaidee M. . . .	Library organizer N. Y. State Library	1	Libraries and schools
Bunnell, Ada.	Sublibrarian (medicine) N. Y. State Library	1	Medical libraries and books
Campbell, J. Maud. . . .	Librarian Passaic (N. J.) Public Library	1	Books for foreigners
Champlin, G. G.	Sublibrarian (reference) N. Y. State Library	1 2	Patents Printing; technical processes
Cobden-Sanderson, T. J.	Doves Bindery and Press, London, Eng.	1 1	Forwarding and binding of the book beautiful Tooling and decoration of the book beautiful
bEaton, Annie T.	Children's librarian Albany (N. Y.) Public Libraries	1	An hour of story-telling
bEllis, D. M.	Chief Division of Visual Instruction N. Y. State Education Dep't	1	Work of the Division of Visual Instruction
Fairchild, Mrs S. C. . .	Library lecturer.	1 1 2 1	Function of the library Selection of biographical books Presidents of the A. L. A. American library movement Reading for the blind Filing systems
Fletcher, F. R.	Chief dep't of accounts Library Bureau, Boston	8	Organization and administration of the small public library
bFreeman, Marilla W. .	Reference librarian Louisville (Ky.) Free Public Library	1	Arrangement and use of law libraries
Gilbert, F. B.	Law Librarian N. Y. State Library	1 8	Law books for a popular library Classification
Hawkins, Jean.	Sublibrarian (classification) N. Y. State Library	13	Classification and book numbers
aHawkins, Jean.	Sublibrarian (classification) N. Y. State Library	3	Organization and administration of the catalogue department of a large public library
Hitchler, Theresa. . . .	Sup't cataloguing dep't Brooklyn Public Library	1	Administration of the Carnegie Library, Pittsburgh
Hopkins, A. H.	Librarian Carnegie Library, Pittsburgh	4	Selection of books for the children's library
bHunt, Clara W.	Sup't children's dep't, Brooklyn Public Library	1	The library and the business man
Lee, G. W.	Librarian, Stone & Webster, Boston	2	Work of a library commission
Legler, H. E.	Secretary Wisconsin Free Library Commission	4	Organization and administration of the children's department of a public library
bOlcott, Frances J. . . .	Chief children's dep't Carnegie Library Pittsburgh	1	Library development in Sweden
Palmgren, Valfrid. . . .	Assistant librarian Royal Library, Stockholm, Sweden	1	My experiences in European libraries
Peck, A. L.	Librarian Gloversville (N. Y.) Free Library		

aTo summer school only. bTo both summer and winter schools.

LECTURER	POSITION	NO. LEC.	SUBJECT
aPeck, A. L.	Librarian Groversville (N. Y.) Free Library	1	Bookbuying and importing
aPhelps, Anna R.	Library organizer N. Y. State Library	1 2 2 1	Bricks without straw Accession work Loan work Shelf work
van Laer, A. J. F. ...	Archivist N.Y. State Li- brary	1	Manuscripts
Van Peyma, Char- lotte J.	Assistant reference section N. Y. State Library	2	Local history and genealogy
Walter, F. K.	Director's assistant N. Y. State Library	6	Expansive classification
Winser, Beatrice.	Assistant librarian New- ark (N.J.) Free Public Library	1 1 1 1 1	Printing; why a librarian must understand something about the art preservative of all arts How to print library reports, bulletins, finding lists, etc. How to print blanks and forms, library stationery and signs Editing and preparing copy for printer and proofreading

aTo summer school only.

The alumni

Positions. Of a total of 1616 positions filled before October 1, 1908, 653 have been in New York, 874 in 36 other states, 75 in the District of Columbia and 14 in five foreign countries. Of the positions filled in New York, 328 have been filled by students of the school nonresident in the State at the time of matriculation. These positions have been in every type of library in practically every part of the State where there has been any library activity. The foreign countries in which the school has filled positions are Australia (New South Wales), Canada, France, Norway, Scotland.

Positions filled October 1, 1907-September 30, 1908

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1891 Middleton, Jean Y.	Chief of order department.	Queens Borough (N.Y.) Public Library
1892 Anderson, Edwin H. ...	Assistant director.	New York Public Library
1893 Sheldon, Helen G.	Desk assistant.	California University Library
1894 Bullock, Edna D.	Librarian.	Spokane (Wash.) High School
Denio, Herbert W.	Special cataloguer.	Dittenberger Classical Library, University of Illinois Li- brary
1895 Watson, William R. ...	Librarian.	San Francisco Public Library
1896 Curtis, Florence R.	Instructor.	University of Illinois State Library School
Pond, Nancy M.	Librarian of art department.	Wellesley College Library
1897 Abbot, Etheldred.	Assistant librarian.	Brookline (Mass.) Public Li- brary
Jennings, Judson T. ...	Librarian.	Seattle (Wash.) Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1898		
De Puy, Almena R.	Cataloguer.	Jackson (Mich.) Public Library
Wyer, James I., Jr.	Director.	New York State Library and Library School
1899		
McCall, Catharine.	Cataloguer.	Office of Superintendent of Documents, Washington
1900		
Borden, Fanny.	Assistant.	Vassar College Library
Smith, Faith E.	Assistant to director.	Training School for Children's Librarians, Carnegie Library, Pittsburg
1901		
Davis, Esther M.	Library teacher.	Washington Irving High School, New York
Hyde, Sara G.	Cataloguer.	Yale University Library
Phelps, Anna R.	Library organizer.	New York State Library
Woodin, Gertrude L.	Head cataloguer.	United States Bureau of Edu- cation Library, Washington
1902		
Crampton, Susan C.	Reference librarian.	Tacoma (Wash.) Public Li- brary
Whittier, Florence B.	Librarian.	Sedalia (Mo.) Public Library
1903		
Brown, Zaidee M.	Library organizer.	New York State Library
Ferguson, Milton J.	Assistant librarian.	California State Library
1904		
Dunham, Mary E.	Reference librarian.	Indiana University
Hedrick, Ellen.	Cataloguer.	Yale University Library
McCollough, Ethel F.	Librarian.	Superior (Wis.) Public Library
Mumford, Rosalie.	Assistant classifier.	Michigan University Library
Peters, Orpha M.	Librarian.	Elwood (Ind.) Public Library
1905		
Mitchell, Sydney B.	Assistant.	Stanford University Library
Nerney, May C.	Head of order section.	New York State Library
1906		
Dinsmoor, Kate E.	In charge of reference and loan departments	Rosenberg Library Associa- tion, Galveston, Tex.
Hiss, Sophie K.	Assistant librarian.	Smith College
Knowlton, Julia C.	Assistant in library and instructor in department of library economy	Syracuse University
Mulliken, Clara A.	Librarian.	El Paso (Tex.) Public Library
O'Neill, Grace.	Assistant cataloguer.	United States Bureau of Edu- cation Library, Washington
Walter, Frank K.	Director's assistant.	New York State Library
1907		
Bailey, Louis J.	Librarian.	Gary (Ind.) Public Library
Carr, Georgina E.	Assistant.	Troy (N.Y.) Public Library
Compton, Charles H.	Librarian.	North Dakota University
Coulter, Edith M.	Supervisor of periodical department	Stanford University Library
Holding, Anna L.	Assistant Lawrenceville branch.	Carnegie Library, Pittsburg
Kildal, Arne.	Reviser of cataloguing.	Yale University Library
	Assistant catalogue division.	Library of Congress
1908		
Adsit, R. Lionne.	Library hostess and chief of the information bureau	District of Columbia Public Library
Baker, Mary E.	Head cataloguer.	Bryn Mawr College Library
Coffin, Helen.	Assistant.	New York State Library
Cooper, Isabella M.	First assistant, Muhlenberg branch.	New York Public Library
Fay, Lucy E.	Assistant.	New York State Library
Pifield, Winnifred F.	Assistant.	Pomona College Library
Hulburd, Annabel A.	Assistant.	Newark (N.J.) Free Public Library
Paddock, Alice M.	Assistant order department.	University of Illinois Library
Porter, Charles F.	Assistant.	New York State Library
Roberts, Ethel D.	Assistant.	New York State Library
Rush, Charles E.	Librarian.	Jackson (Mich.) Public Library
Shaver, Mary M.	Librarian.	John B. Stetson University, Deland, Fla.
Smith, Elizabeth M.	In charge of work with schools.	Newark (N.J.) Free Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Stebbins, Howard L....	Assistant in library.....	Association of the Bar, New York
Strange, Joanna G....	First assistant reference department	Carnegie Library, Pittsburg
Sweet, M. Louise.....	Assistant.....	Utica (N.Y.) Public Library
Tunbridge, Helen E....	Assistant.....	Clark University Library
1909		
Adams, Leta E.....	Librarian.....	State Normal School, Spearfish, S.D.
Blanchard, Linn R.....	Assistant.....	New York State Library
Culver, Essae M.....	Librarian.....	Salem (Or.) Public Library
Fargo, Lucile F.....	First assistant cataloguer.....	Portland (Or.) Library Association
Greenman, Edward D.....	Assistant copyright division.....	Library of Congress
Hardman, Elisabeth....	Head of clippings department.....	Boston Herald Co.
Langfitt, Frances S....	Reference librarian.....	Carnegie Free Library, Allegheny, Pa.
Searcy, Katherine A....	Reference librarian.....	Texas University
Towner, Isabel L.....	Cataloguer.....	District of Columbia Public Library

In addition to the appointments listed in the preceding table the following temporary paid positions were filled during the period covered by this report.

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1904		
Bullock, Edna D.....	Acting librarian.....	Peru (Neb.) Normal School
1899		
Wood, Harriet A.....	Instructor.....	Iowa Summer Library School, Iowa City
1901		
Vought, Sabra W.....	Instructor.....	Chautauqua Library School
1902		
Dunn, Florence E.....	Cataloguer.....	Skowhegan (Me.) Public Library
"	Classifier and cataloguer.....	Eastern Maine Normal School Library, Castine
1904		
Peck, Harriet R.....	Instructor.....	Simmons College, Summer Library Class, Boston
Spafford, Martha E....	Cataloguer.....	Vermont Historical Society Library, Montpelier
"	"	Brandon (Vt.) Public Library
"	"	Vermont State Library
1905		
Beal, Minnie M.....	Temporary assistant.....	Michigan State Library
1906		
Goodrich, Francis L.D.	Senior instructor.....	Indiana Public Library Commission, Summer School for Librarians, Richmond, Ind.
Hiss, Sophie K.....	Reviser of cataloguing.....	Theological Seminary Library, Rochester, N.Y.
1907		
Compton, Charles H....	Cataloguer.....	Collection of manuscripts of Mrs. J. V. L. Pruyn, Albany
"	Substitute, reference section.....	New York State Library
Kildal, Arne.....	Instructor.....	Indiana Public Library Commission, Summer School for Librarians, Richmond, Ind.
1908		
Hooker, D. Ashley....	Classifier and cataloguer.....	United States Military Academy, West Point, N.Y.
McVety, Margaret A....	Classifier and cataloguer.....	Port Henry (N.Y.) Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Rush, Charles E.	Cataloguer.	Collection of manuscripts of Mrs J. V. L. Pruyn, Albany
Tunbridge, Helen E.	Cataloguer.	Theological Seminary Library, Rochester, N.Y.
White, Mabel G.	Assistant.	Amsterdam (N.Y.) Public Li- brary
¹⁹⁰⁹ Blanchard, Linn R.	Substitute.	Y. M. C. A. Library, Albany
	Cataloguer.	Collection of manuscripts of Mrs J. V. L. Pruyn, Albany
Gray, Florence B.	Classifier and cataloguer.	Lake George (N.Y.) Public Library
Phipps, Gertrude E.	Librarian for vacation playgrounds.	New York City Education De- partment
"	Assistant traveling libraries office.	New York Public Library

New York State Library School Association

Fifty-nine former students of the School were present at the meeting of the American Library Association held at Lake Minnetonka, Minn. .

At the meeting of the Association held in the Tonka Bay Hotel, June 24, the following officers were elected for the coming year:

President, Mary Esther Robbins, '92, director Library School and librarian Simmons College, Boston, Mass.

First vice president, William Frederick Yust, '01, M.A., B.L.S., librarian Public Library, Louisville, Ky.

Second vice president, Drew Bert Hall, '01, B.A., B.L.S., librarian Millicent Library, Fairhaven, Mass.

Secretary-treasurer, Bessie Sargeant Smith, '97, B.A., B.L.S., assistant librarian Public Library, Utica, N.Y.

Executive committee

The officers and Elizabeth L. Foote, '92, B.A., B.L.S., instructor training class, New York Public Library; Ono Mary Imhoff, '98, B.A., assistant legislative reference dep't, Wisconsin Free Library Commission, Madison, Wis.

Advisory board

1907-10 Arthur Low Bailey, '98, B.L.S., librarian Wilmington Institute Free Library, Wilmington, Del., *chairman*

1906-9 Judson Toll Jennings, '97, librarian Public Library, Seattle, Wash.

1908-11 Isabel Ely Lord, '97, B.L.S., librarian Pratt Institute Free Library, Brooklyn, N.Y.

Student loan fund. A most important manifestation of the interest of the association in the School was the establishment of a

student loan fund. The administration of the fund is in the hands of the advisory board, who have formulated the following rules concerning it:

1 Money shall be lent only to students needing aid for the second year of the Library School.

2 The recipient of the loan must in each case be recommended by the faculty of the School.

3 The amount lent to any one student shall not exceed \$200.

4 A note for this amount shall be given, terminating two years from the date of the recipient's leaving the School and bearing interest at 3%.

5 Application for assistance from this fund shall be made to the chairman of the advisory board.

A pleasing indication of student interest was the action of the class of 1908 in offering \$20 to the loan fund and in pledging every member of the class to join the association.

To permit the accumulation of the fund, no alumni lectures were given during the year.

Handbook. A new edition of the Handbook of the New York State Library School Association was prepared and distributed to the members of the association in June 1908. As far as was possible the list of members and their present positions was brought to date. The handbook thus serves as a valuable supplement to the Library School Register issued as Library School bulletin no. 11, 1902.

A.L.A. attendance. A substantial recognition of the place of systematic training in library economy is evidenced by the number of library school students who have attended the annual meetings of the American Library Association for the past five years. Exact figures are available only for the former students of the New York State Library School. At the last five annual conferences their attendance has been as follows:

PLACE	TOTAL ATTENDANCE	FORMER STUDENTS OF N. Y. S. L. S. PRESENT	PERCENTAGE OF TOTAL ATTENDANCE
St Louis, 1904.....	577	45	7.8
Portland, 1905.....	359	28	7.8
Narragansett Pier, 1906.....	891	110	12.3
Asheville, 1907.....	478	56	11.7
Lake Minnetonka, 1908.....	664	59	9

It is more than probable that the former students of other library schools present at these meetings would on a very conservative estimate bring the number up to from one fourth to one third

of the total attendance, a very significant proportion when the representative character of these conferences and the very recent establishment of library schools are considered.

Class organizations. The classes of 1889 and 1893 have ever since their leaving the School issued an annual report compiled from the letters sent by class members to the secretary of the class. The class of 1908 has such a report in progress. A list of the present officers of each class, many of them permanent, from the first class to the class of 1909, is appended.

CLASS	TITLE	NAME AND ADDRESS
1888....	Secretary.....	Annie B. Jackson, 26 Quincy st., North Adams, Mass.
1889....	".....	G. E. Wire M.D. Worcester County Law Library, Worcester, Mass.
1890....	".....	Mrs Mary L. (Wellman) Loomis, Cherokee, Iowa
1891....	".....	W. S. Burns, Bath, N.Y.
1892....	".....	Mary L. Davis, Public Library, Troy, N.Y.
1893....	President.....	J. L. Harrison, Providence Athenaeum, Providence, R. I.
	Secretary.....	Jenny L. Christman, State Library, Albany, N.Y.
1894....	".....	J. G. Moulton, Public Library, Haverhill, Mass.
1895....	President.....	W. R. Watson, Public Library, San Francisco, Cal.
	Vice president.....	Harriet H. Stanley, Public Library, Brookline, Mass.
	Secretary-treasurer...	Grace F. Leonard, Providence Athenaeum, Providence, R. I.
1896....	Secretary.....	E. May Willard, Carnegie Library, Pittsburg, Pa.
1897....	".....	Etheldred Abbot, Public Library, Brookline, Mass.
1898....	".....	Ono M. Imhoff, Wisconsin Free Library Commission, Madison, Wis.
1899....	President.....	P. L. Windsor, University of Texas Library, Austin, Texas.
1900....	".....	F. W. Ashley, Copyright Division, Library of Congress, Washington, D. C.
	Secretary-treasurer...	Mrs Florence A. (Paine) Noyes, 2249 College av., Berkeley, Cal.
1901....	Secretary.....	Anna R. Phelps, State Library, Albany, N.Y.
1902....	".....	C. J. Barr, John Crerar Library, Chicago, Ill.
1903....	President.....	M. G. Wyer, University of Iowa, Iowa City, Ia.
	Secretary-treasurer...	Ella R. Seligsberg, 1034 Park av., New York city
1904....	President.....	H. L. Leupp, University of Chicago Press, Chicago, Ill.
	Secretary-treasurer...	Beatrice J. Barker, University of Oregon Library, Eugene, Or.
1905....	President.....	Dr W. K. Jewett, University of Nebraska Library, Lincoln, Neb.
	Secretary-treasurer...	Marjary L. Gilson, Free Public Library, Newark, N. J.
1906....	President.....	Mrs Lillian (Gamwell) Moulton, 73 Taber av., Providence, R. I.
	Vice president.....	F. K. Walter, State Library School, Albany, N.Y.
	Secretary.....	Sophie K. Hiss, Public Library, Cleveland, O.
	Treasurer.....	W. H. Alexander, 44 W. 44th st., New York city
1907....	President.....	Arne Kildal, Library of Congress, Washington, D. C.
	Secretary-treasurer...	Julia Steffa, Pomona College Library, Claremont, Cal.
1908....	President.....	R. Lionne Adsit, Public Library of District of Columbia, Washington, D. C.
	Secretary-treasurer...	Lucy E. Fay, State Library, Albany, N.Y.
1909....	President.....	Isabella K. Rhodes, State Library, Albany, N.Y.
	Secretary-treasurer...	Florence B. Gray, State Library School, Albany, N.Y.

Necrology. Since the establishment of the School, 22 of the graduates and former students have died. The following list is complete so far as can be ascertained.

CLASS AND NAME	DATE
1888	
Bönnell, Kate	Sept. 7, 1890
Burgess, Harriet P.	Feb. 7, 1896
Denio, Lilian	June 1, 1901
Griswold, Harriet Sherman	Feb. 2, 1889
1889	
Cutler, Louisa Salome	Aug. 2, 1895
Knapp, August	May 22, 1900
Lupton, Mrs Isabella Rebecca (Marsee)	Sept. 22, 1895
1890	
Trask, Mrs Rhoda Jeanette	June 5, 1890
1892	
Macky, Bessie Rutherford	Apr. 4, 1896
1893	
Baker, Bessie	Oct. 28, 1899
Reynolds, Rose Ewell	Sept. 10, 1893
Rice, Helen Ware	Nov. 28, 1897
1894	
Vandersluis, Daniel Oswald	Mar. 10, 1894
1897	
Iles, Constance	Mar. 15, 1903
1898	
Sherrill, Cecelia Adelaide	Feb. 2, 1903
Williams, Hugh	Aug. 18, 1902
Wilson, Ellen Summers	Nov. 6, 1904
1899	
Lane, Lucius Page	May 29, 1903
1900	
Baker, Mrs Catherine Dix (Paddock)	July 1906
McKnight, Herbert	Sept. 9, 1906
Phellis, Nellie Abigail	Nov. 14, 1899
1903	
Greene, Elizabeth Elma Harrington	Dec. 2, 1904

Notes and comments

School library. The commodious quarters assigned to the Library School in the new Education Department building now under construction, will make it possible to maintain and administer a large, separate working library for the School. This collection is in process of formation and already numbers about 5000 volumes. Nearly 2000 of these were purchased for the School library during the year from an appropriation specially designated by the State Legislature for the use of the School. These books, which include examples of all classes of literature and the various phases of library economy, were selected quite as much with a view to their intrinsic excellence as for their availability as material illustrative

of the principles noted in the lectures and practice work of the course. It is felt that whenever possible the books handled and examined by the students in cataloguing and classification problems, should be chosen not merely for the aptness with which they illustrate the technical points involved but that in themselves they should be books worth knowing, of some renown or significance. At present the books needed in this work must be obtained from the State Library stacks, the books charged, covered, and placed on the School shelves and these processes repeated in inverse order until the books are again on the library shelves. Almost all of this preliminary labor will be saved by the use of the School library and the staff and patrons will not be annoyed by the absence of books from the library shelves. This collection will be of special value in the classification, cataloguing and other technical courses. In addition to the volumes intended chiefly for practice work, three other special collections are included:

- 1 About 100 volumes intended to show not only standard and desirable editions for library use but to serve as a basis for the comparative study of editions which is a feature of the course in selection of books and incidentally to illustrate other points considered in that course. Many of the books of the general School collection are also of use in this connection.

- 2 A collection of books for reading and subsequent discussion in the selection of books course.

- 3 "The child's own library," selected by Miss Clara W. Hunt to illustrate the course in book selection for children.

A.L.A. committee on library training. Two members of the committee of the American Library Association on library training, Mr Henry E. Legler and Miss Isabel Ely Lord, visited the School during the year.

Publications. The following publications have been issued during the year:

21st annual report 1907. 28p. (Library School bulletin 25)

Circular of information 1908-9. 12p.

Brief list of useful books on library economy. ed. 2. 2p.

Revised and increased to 28 titles of books, pamphlets and periodicals used in the work of the School.

INDEX

Administration, course on, 8
Albany, growth and development of free libraries in, 9
Alumni, 16-22
American Library Association, attendance of students at annual meetings, 20-21; committee on library training, 23
Anderson, Edwin H., resignation, 6
Attendance, 6

B. L. S. degree conferred, 11-12
Bibliographies, submitted and approved, 10-11

Calendar 1907-8, 4
Cataloguing, proposed omission from summer course, 13
Certificates, number issued, 11
Class organizations, 21
Classification, advanced, changes in course, 8
Commencement, 11
Courses of study, changes in, 7-8
Credentials, number issued, 11

Degrees conferred, 11-12

Elective work, 8, 9-10

Faculty, 5-6
Free libraries of Albany, growth and development, 9

Handbook of New York State Library School Association, 20

Juniors, number, 6; class of 1909, 7

Lecturers, 15-16
Libraries of Albany, growth and development, 9
Library School, library for, 22-23

Necrology, 22
New York State Library School Association, 19-20; handbook, 20

Pass cards, number issued, 11
Positions filled, 16-19
Practice work, 9-10
Publications, 23

Reference, advanced, changes in course, 7-8

School library, 22-23
Seniors, number, 6; class of 1908, 6-7

Staff instruction, 7
Student loan fund, 19-20
Students, attendance, 6; attendance at annual meetings of American Library Association, 20-21; classes, 6; officers, 21; colleges represented, 6; from other states and countries, 6; list, 6-7; necrology, 22; number, 6; positions filled, 16-19; summer session, 13-14

Summer session, 12-13; students, 13-14

Visit to other libraries, 10

Walter, Frank K., appointed Vice Director, 6

Wyer, J. I. Jr. appointed Director, 6

NEW YORK STATE LIBRARY BIBLIOGRAPHIES

Bibliography bulletins. Mostly original bibliographies presented by Library School students as a condition of graduation. Suggestions of subjects on which bibliographies or reading lists are specially needed and contributions of available material are invited. Bound volumes include numbers out of print except no. 5.

Volume 1, cloth \$1.50; unbound \$1.25

- Bb1 Guide to the study of J. A. M. Whistler. 16p. May 1895. *o. p.*
- Bb2-4 Colonial New England; Travel in North America; History of the 17th century. 80p. July 1897. *15c.*
- Bb5 Reference books for use of cataloguers in finding full names. 22 p. Jan. 1898. *o. p. superseded by no. 36.*
- Bb6-8 Japan; Venice; Out-of-door books. 64p. Feb. 1898. *10c.*
- Bb9-11 Netherlands; Renaissance art; History of latter half of 15th century. 128p. Apr. 1898. *15c.*
- Bb12 Best books of 1897. 28p. June 1898. *o. p.*
- Bb13 Fairy tales for children. 30p. June 1898. *o. p.*
- Bb14 Index to subject bibliographies in library bulletins to Dec. 31, 1897. 62p. Aug. 1898. *10c.*
- Bb15-17 Russia; Nature study in primary schools; Biography of musicians. 150p. Jan. 1899. *o. p.*
- Bb18 Best books of 1898. 28p. May 1899. *5c.*
- Bb19 College libraries in the United States. 52p. Dec. 1899. *10c.*
- Bb20 House decoration and furnishing. 20p. Dec. 1899. *5c.*

Volume 2, cloth \$1.50; unbound \$1.25

- Bb21 Best books of 1899. 28p. May 1900. *5c.*
- Bb22 Domestic economy. 144p. Jan. 1901. *15c.*
- Bb23 Connecticut local history. 114p. Dec. 1900. *15c.*
- Bb24 New York colonial history. 274p. Feb. 1901. *35c.*
- Bb25 China and the Far East. 122p. Mar. 1901. *20c.*
- Bb26-27 Fröbel and the kindergarten; Reading list for children's librarians. 92p. May 1901. *15c.* Bb27 separately *5c.*
- Bb28 Maine local history. 148p. June 1901. *20c.*
- Bb29 Best books of 1900. 32p. July 1901. *10c.*
- Bb30 Class list of a \$500 library recommended for schools. Ed. 3. 82p. July 1901. *15c.*

Volume 3, cloth \$1.25; unbound \$1

- Bb31 Monopolies and trusts in America. 38p. Oct. 1901. *10c.*
- Bb32 Biography for young people. 60p. Nov. 1901. *15c.*
- Bb33 French government serials. 72p. Jan. 1902. *15c.*
- Bb34 Best books of 1901. 30p. June 1902. *10c.*
- Bb35 Best books of 1902. 36p. July 1903. *10c.*
- Bb36 Cataloguers reference books. 186p. Nov. 1903. *25c.*
- Bb37 Best books of 1903. 46p. July 1904. *10c.*
- Bb38 Ethics. 36p. Apr. 1905. *10c.*
- Bb39 Best books of 1904. 46p. Aug. 1905. *10c.*
- Bb40 Best books of 1905. 46p. Aug. 1906. *o. p.*

Volume 4

- Bb41 Florence. 44p. Sept. 1906. *10c.*
- Bb42 Scotland. 36p. Apr. 1907. *10c.*
- Bb43 Best books of 1906. 48p. Aug. 1907. *10c.*
- Bb44 Best books of 1907. 56p. Sept. 1908. *10c.*

Manuscript bibliographies. A complete list of Library School graduation bibliographies through April 1902 was printed in the second edition of the Register of the Library School (Library School bulletin 11), pages 53-58. A list of manuscript bibliographies and indexes in the State Library, September 30, 1905, consisting chiefly of Library School graduation bibliographies not at that time in print, was published as table P2 in the State Library Report for 1905. The following Library School graduation bibliographies have been added to the collection since that date. These bibliographies are available for consultation in the library and most of them may be lent under certain conditions. The subject number according to the *Decimal Classification* precedes each entry.

- 012 Colley Cibber, 1671-1757. 1908. I. M. Cooper
- 012 American Dante bibliography, May 1896-May 1908. 1908. E. D. Roberts
- 012 John Dryden. 1902. C. J. Barr
- 012 English translations of Horace. 1908. L. E. Fay
- 012 Henry Irving. 1907. Julia Steffa
- 012 George John Romanes. 1905. M. L. Gilson
- 012 Edmund Spenser. 1908. C. F. Porter
- 013 Theses submitted for the master's or doctor's degree in 32 American universities in 1906, 1907. K. E. Dinamoore
- 016.01 Bibliographies in English, 1890-1904. 1906. Nicholas Hansen, J. E. Goodwin & H. S. Hirschberg
- 016.02 Library administration: reading list. 1906. E. L. Bascom
- 016.05 Periodicals selected for a public library; annotated list. 1908. C. E. Rush
- 016.07 Journalism: reading list. 1908. M. A. McVety
- 016.218 Immortality: reading list. 1906. Corinne Bacon
- 016.298 Mormonism. 1906. Esther Nelson
- 016.345343 References on the question of federation of and within the British Empire. 1907. J. R. Donnelly
- 016.3298 Third parties in the United States since 1856. 1908. R. L. Adsit
- 016.3313 Child labor. 1906. E. M. Henry
- 016.3318 Realistic sociology in fact and fiction; reading list. 1908. C. H. Compton
- 016.352 List of titles on municipal government, with special reference to city charters and to local conditions in Chicago. 1906. C. H. Brown
Printed as *Publication no. 3*, of the City Club of Chicago
- 016.3536 Lists of New England soldiers in the armies and navies of the United States, colonial or constitutional. 1908. M. E. Baker
- 016.3624 The blind. 1902. Mrs O. L. (Mann) Brundage
- 016.364 Juvenile courts in the United States. 1908. J. G. Strange
- 016.3691 Hereditary patriotic societies of the United States. 1905. W. B. Cook, Jr.
- 016.386 New York canals and navigable waterways. 1906. M. M. Beal
Printed in N. E. Whitford's *History of the canal system of the State of New York*, 1906, 2:1173-1366. The *History of the canal system* is published as a supplement to the New York State engineer's annual report for 1905.
- 016.394 Articles relating to holidays. 1907. E. M. Coulter
Printed as *Bulletin of bibliography pamphlets no. 17* and also printed in the *Bulletin of bibliography*, April 1907. It is a second edition of R. M. McCurdy's bibliography, which was published in the *Bulletin of bibliography*, Oct. 1904-July 1905, and reprinted as *Bulletin of bibliography pamphlets no. 13*.
- 016.4089 Esperanto. 1906. S. K. Hiss
- 016.546 Radio-activity and radium: a partial bibliography. 1905. L. M. Solis-Cohen
- 016.59 Popular zoology: reading list. 1906. J. C. Knowlton
- 016.6362 Ranch life. 1906. H. M. Thomas
- 016.656 Signaling and train despatching on the steam railroads of the United States. 1908. H. L. Stebbins
- 016.7 Children's reading list on art and artists. 1906. A. T. Eaton
- 016.716 Gardens and gardening. 1906. Mrs L. M. (Gamwell) Moulton
- 016.8 Translations in print (1906) of foreign literature (belles lettres). 1907. Mrs Julia (Scofield) Harron
- 016.8093 Prose fiction. 1906. N. L. Goodrich
Printed in the *Bulletin of bibliography*, July 1906-Jan. 1908.
- 016.822 Modern dramatists: D'Annunzio, Hauptmann, Ibsen, Maeterlinck, Phillips, Rostand, Shaw and Sudermann: reading list. 1906. Mrs C. A. (Mulliken) Norton
Printed in the *Bulletin of bibliography*, July 1907-Jan. 1908, and reprinted as *Bulletin of bibliography pamphlets no. 18*.
- 016.823 Detective stories. 1907. L. F. Merritt
- 016.823 Ghost stories. 1908. Jean Hawkins
To be printed in the *Bulletin of bibliography*, Jan. 1909.
- 016.8398 Modern Norwegian literature, 1850-1907, as represented in English translations and works of 20 authors. 1907. Arne Kildal
Printed in *Idun*, Oct. 1908.
- 016.91337 Roman private life. 1904. Ernestine Rose
- 016.9151 China: reading list. 1908. M. G. White
- 016.9173 Books in European languages, about America, for immigrants. 1908. A. L. Holding
- 016.920042 Biography of eminent English men and women from 1689 to 1760. 1907. K. W. Wright
- 016.92655 English biographies of printers. 1907. L. J. Bailey
- 016.929 Genealogies in the New York State Library. 1907. M. C. Nerney
- 016.948 Sweden, Norway and Denmark: reading list. 1906. E. F. McCollough
- 016.9742 New Hampshire local history: reference list. 1905. M. H. Avery
- 016.9743 Vermont local history: reference list. 1907. G. L. Lewis
- 016.9744 Books and pamphlets printed in and relating to Northampton, Mass. 1671-1904: select. 1906. F. K. Walter
- 016.977 The Old Northwest: reading list. 1906. P. L. D. Goodrich

Education Department Bulletin

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under the act of July 16, 1894

No. 461

ALBANY, N. Y.

DECEMBER 15, 1909

Library Science

New York State Library

Library School 28

23d ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1909

	PAGE		PAGE
Calendar 1908-9.....	4	Alumni	17
Work of the year	6	Positions filled in 1908-9	17
Faculty	6	New York State Library School	
Attendance.....	7	Association.....	20
List of students 1908-9	7	A. L. A. attendance	21
Staff instruction	8	Meetings of former students...	21
Changes in courses of study ...	8	Necrology.....	22
Annual visit to other libraries..	12	Notes and comments.....	22
Bibliographies.....	12	A. L. A. section on library	
Commencement.....	13	training.....	22
Degrees.....	13	Publications.....	22
Summer session	13	Index.....	25
Summer session students 1909..	15		
Lecturers 1908-9.....	16		

ALBANY

UNIVERSITY OF THE STATE OF NEW YORK

1909

Ls34r-N9-1500

STATE OF NEW YORK
EDUCATION DEPARTMENT

Regents of the University

With years when terms expire

1913	WHITELAW REID M.A. LL.D. D.C.L.	<i>Chancellor</i>	New York
1917	ST CLAIR MCKELWAY M.A. LL.D.	<i>Vice Chancellor</i>	Brooklyn
1919	DANIEL BEACH Ph.D. LL.D.	- - - - -	Watkins
1914	PLINY T. SEXTON LL.B. LL.D.	- - - - -	Palmyra
1912	T. GUILFORD SMITH M.A. C.E. LL.D.	- - - - -	Buffalo
1918	WILLIAM NOTTINGHAM M.A. Ph.D. LL.D.	- - - - -	Syracuse
1910	CHESTER S. LORD M.A. LL.D.	- - - - -	New York
1915	ALBERT VANDER VEER M.D. M.A. Ph.D. LL.D.	- - - - -	Albany
1911	EDWARD LAUTERBACH M.A. LL.D.	- - - - -	New York
1920	EUGENE A. PHILBIN LL.B. LL.D.	- - - - -	New York
1916	LUCIAN L. SNEDDEN LL.B. LL.D.	- - - - -	Plattsburg
1921	FRANCIS M. CARPENTER	- - - - -	Mount Kisco

Commissioner of Education

ANDREW S. DRAPER LL.B. LL.D.

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FRANK ROLLINS Ph.D. *Second Assistant*
THOMAS E. FINEGAN M.A. Pd.D. *Third Assistant*

Director of State Library

JAMES I. WYER, JR. M.L.S.

Director of Science and State Museum

JOHN M. CLARKE Ph.D. D.Sc. LL.D.

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Trades Schools, ARTHUR D. DEAN B.S.
Visual Instruction, ALFRED W. ABRAMS Ph.B.

New York State Library, Albany, N. Y., November 19, 1909

Hon. Andrew S. Draper
Commissioner of Education

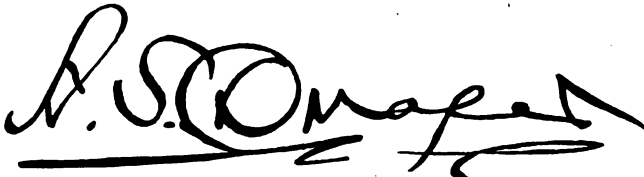
DEAR SIR: I have the honor to transmit herewith and to recommend for publication the 23d annual report of the New York State Library School for the year ending September 30, 1909.

Very respectfully

JAMES I. WYER, JR
Director

State of New York
Education Department
COMMISSIONER'S ROOM

Approved for publication this 19th day of November 1909



Commissioner of Education

CALENDAR 1908-9

General

1908		
October	5-6	Entrance examinations
"	7	School opened Wednesday a. m.
November	3	Election day, holiday
"	25-30	Thanksgiving recess, Wednesday noon to Monday p. m.
December	1	Exercises resumed Tuesday a. m.
"	22	Christmas recess began Tuesday noon
1909		
January	4	Christmas recess ended Monday p. m.
"	5	Exercises resumed Tuesday a. m.
February	12	Lincoln's birthday, holiday, Friday
"	22	Washington's birthday, holiday, Monday
April	7-19	Visit to New York, Philadelphia and Washington libraries
"	20	Exercises resumed Tuesday a. m.
May	31	Decoration day observed Monday
June 9-July	21	Summer session, Wednesday a. m. to Wednesday p. m.
June	25	School closed, Friday a. m.

Examinations

1908		
December	19	Elementary bibliography, Saturday a. m.
"	22	Loan work and elementary library buildings, Tuesday a. m.
1909		
February	15	Elementary classification, Monday a. m.
March	15	Shelf work, Monday a. m.
"	27	Advanced cataloguing, Saturday a. m.
"	29	Indexing, Monday p. m.
April	1	Advanced classification, Thursday a. m.
"	2	Order and accession work, Friday a. m.
"	26	Advanced library buildings, Monday a. m.
June	5	Advanced bibliography, Saturday a. m.
"	12	Printing and bookbinding, Saturday a. m.
"	15	Elementary reference, Tuesday a. m.
"	16	Selection of books, Wednesday a. m.
"	21	Elementary cataloguing, Monday a. m.
"	22	Advanced reference and government documents, Tuesday a. m.
"	23	History of libraries, Wednesday a. m.

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New York State Library

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23d ANNUAL REPORT OF LIBRARY SCHOOL 1909

The New York State Library School has had a large part in the great growth of library work in this State since 1889 and to a lesser relative extent, as its students have come into demand in other states, it has been effective, through them, in advancing library development throughout the country. It has afforded an opportunity for young men and women in New York State who have wished to take up library work, to get the necessary professional training. It has drawn many students from other states (although these have never been admitted when there were equally satisfactory candidates from New York and they have always paid more tuition) who have in many cases remained here to work, thus enabling New York to recruit her librarians from good material elsewhere.

The aggregate of work done by graduates of the school who have filled 700 positions in New York State would seem to be the best justification for the very inconsiderable appropriations necessary to carry on the school in connection with the State Library. Of these 700 positions one half have been filled by those who came to the school from other states or from foreign countries.

To the State Library itself, and quite apart from the wider aspects of useful library service to the State at large or to other states, the Library School is of peculiar and almost indispensable value. Under prevailing methods of appointment to the State service it would have been quite impossible to do the amount and kind of work that the State Library has done for the past 15 years without the constant availability of this little group of specially trained people from whose numbers the staff of the State Library has often been filled.

The annual summer session, in which tuition is free to residents of the State, offers a minimum of training and a profitable and pleasant professional forgathering to those, especially from the smaller libraries, who can neither afford the time nor bring the preparation necessary to enter the regular two years course. Lack of room and help has heretofore made it necessary to limit the numbers taken, not only in the regular school but especially in the summer session with its more informal entrance conditions. This is to be particularly regretted in the summer school, as the increased supervision and encouragement of the smaller libraries in the State by our library organizers have stimulated applications to the summer school which can not be cared for until occupancy of the new Education Building shall provide increased instructional facilities.

The school is now old enough to have a considerable body of alumni. These have organized and in recent years have shown a very earnest interest in and a very warm loyalty to the school. The Alumni Association has established a student loan fund, has made such useful and well considered suggestions relative to the curriculum as could come only from those in active library work as distinct from library instruction, and in more than one instance when resignations or reorganization in the State educational offices have brought the faculty personnel or the future of the school into uncertainty, the advice and action of its alumni have been of real effect.

Work of the year

The faculty for the year was as follows:

- James Ingersoll Wyer, Jr, M.L.S. (N.Y.) *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries, 1906—
- Frank Keller Walter M.A. (Haverford) B.L.S. (N.Y.) *Vice Director*. Instructor in elementary reference work, bookbinding, printing, expansive classification, 1908—
- Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889—
- Walter Stanley Biscoe M. A. (Amherst) Instructor in bibliography, advanced classification, history of libraries and printing, 1887—
- Ada Alice Jones, *Secretary of faculty*. Instructor in advanced cataloguing, 1888—

William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-

Martha Thorne Wheeler, Instructor in selection of books, indexing, 1895-

Corinne Bacon (Packer Collegiate Institute) B.L.S. (N.Y.) Instructor in elementary cataloguing, elementary classification, library seminar, order and accession, shelf and loan work, in charge of summer course, 1903-

Edna M. Sanderson B.A. (Wellesley) *Registrar*. 1903-

Attendance. The 23d school year opened Wednesday, October 7, 1908. 33 regularly matriculated students were registered for work during the year, 9 seniors and 24 juniors. Of this number, 14 came from New York State, the remaining 19 coming from 12 other states and the District of Columbia. Massachusetts had 4 representatives and Wisconsin, Nebraska and Iowa, 2 each.

The 33 students were graduates of 24 different colleges, Wellesley sending 4 and the University of Minnesota, the University of Nebraska, Smith, Vassar, Wesleyan and the University of Wisconsin, 2 each. 2 students held the M.A. degree and 1 the degree of Ph.D. 12 had library experience previous to entering the school and 3 were admitted to advanced standing largely on the basis of their previous experience.

Though the school is maintained primarily for New York State and students from outside the State are charged extra tuition, since the foundation of the school 369 students have come from 32 other states and from Canada, England, Australia, Germany, Hawaii, Holland, Norway and Sweden.

List of students

Seniors. Class of 1909

Blanchard, Linn Rudolph, Albany, N.Y. B.A. (St Lawrence University) 1906

Coffin, Helen, Albany, N.Y. B.A. (Cornell University) 1906

Gray, Florence Brookes, Albany, N.Y. Ph.B. (Syracuse University) 1907

Hart, Fanny, New York city. B.A. (Vassar College) 1898

Phipps, Gertrude Eleanor, Dorchester, Mass. B.A. (Wellesley College) 1906

Rhodes, Isabella Knox, Niagara Falls, N.Y. B.A. (Smith College) 1907

Strong, George Franklin, Natick, Mass. B.A. (Wesleyan University) 1903

Wheeler, Joseph Lewis, Watertown, Mass. Ph.B. (Brown University) 1906;

M.A. 1907

Wilson, Mabel Zoe, Bellingham, Wash. B.A. (Ohio University) 1900

Juniors. Class of 1910

Arnett, Lonna D., Morgantown, W.Va. B.S. (West Virginia University) 1898; Ph.D. (Clark University) 1903

Birge, Anna Grant, Madison, Wis. B.A. (Wisconsin University) 1906

Blasl, Henrietta Marie, Riverhead, N.Y. B.A. (Wellesley College) 1908

- Callahan, Lilian Jeanette, Albany, N.Y. B.A. (Trinity College) 1908
 Colegrove, Mrs Mabel Eloise (Dart), Hamilton, N.Y. B.A. (Vassar) 1882
 Cunningham, Jesse, Lincoln, Neb. B.A. (Nebraska University) 1906
 Dearborn, James Marshall, Brooklyn, N.Y. Ph.B. (Wesleyan University) 1902
 Eno, Sara Wooster, Charlotte, Vt. B.A. (Illinois University) 1908
 Firmin, Kate Maud, Minneapolis, Minn. B.A. (Minnesota University) 1908
 Fullerton, Pauline Valentine, Brooklyn, N.Y. B.A. (Smith College) 1905
 Gilnack, Anna Belle, Rockville, Ct. B.A. (Mt Holyoke College) 1905
 Hill, Galen Wentworth, Gorham, Me. B.A. (Bowdoin College) 1904
 Holdridge, Kathreen, Rochester, N.Y. B.A. (Elmira College) 1908
 Joeckel, Carleton Bruns, Lake Mills, Wis. B.A. (Wisconsin University) 1908
 Johnston, Sara Etta, Butler, Pa. B.A. (Westminster College) 1894; M.A. 1905
 Kaiser, John Boynton, Cleveland, O. B.A. (Western Reserve University) 1908
 Long, Harriet Catherine, Madison, Neb. B.A. (Nebraska University) 1908
 Lytle, Mary, Iowa City, Ia. Ph.B. (Iowa University) 1898
 Sherwood, Ethel Augusta, White Plains, N.Y. B.A. (Wellesley College) 1901
 Stillman, Mrs Clara (Gruening), New York city. B.A. (Barnard College) 1903
 Suter, Martha Winkley, Roxbury, N.Y. B.A. (Radcliffe College) 1901
 Swartwout, Jessamine Eliza, Washington, D.C. B.A. (George Washington University) 1908
 Wakefield, Bertha, Sioux City, Ia. B.A. (Minnesota University) 1901
 Warren, Ruth Evelyn, Townsend, Mass. B.A. (Wellesley College) 1908

Staff instruction. Ten members of the staff of the New York State Library ineligible as regularly matriculated students were registered as special students on their own time. These students are given the privilege of taking a specified part or the whole of any course in the school for which they are prepared. In view of the direct benefit which the library receives from the increased efficiency of such staff members they are charged no tuition. The subjects selected were cataloguing, classification, bookbinding and elementary reference.

Changes in courses of study

Though the school has been under three different administrations in the past five years the changes of administration have not been followed by any radical changes in the policy of the school. Many modifications have been made but, for the most part, they have been such as have naturally come from an attempt to keep the course of study in close relation with the needs and conditions of library work. That the necessary adjustments have been so few and evolutionary rather than revolutionary is highly complimentary to the foresight with which the policy of the school was developed and with which the courses were originally planned.

In every course there has been constant revision. Obsolete material has been excised and new material and methods intro-

duced. The changes for the past year are noted in detail below but a brief statement of the changes in several other courses since 1904 will be of interest to former students.

The course in administration, first given as a formal course of 21 lectures by Mr Dewey in the spring of 1905 has been continued. In 1906-7 it was divided into two courses, one on the administration of large libraries (elective for seniors) and the other on the administration of small libraries (required of the junior class). 24 lectures were given in the former and 14 in the latter course. The same general plan has been followed since then. These special lectures do not by any means include all the instruction given on library administration. In nearly all of the regular courses an increasing amount of attention is paid to the administrative aspects of the subject covered by the course. The present policy is well indicated by the following extract from the report of the school for 1907:

Varying points of view are always stimulating and broadening and it will be the policy of the school to have administrative subjects presented by working librarians. The formal course will probably be confined to a general consideration of the administration of a library as a whole, while the administrative aspects of the various departments will be covered in the proper specific courses.

On account of the demand in many quarters for more extended instruction along administrative lines, the school is considering plans for making the administration course stronger and more definite than it has hitherto been.

The course in library buildings has been divided into an elementary junior course and a more advanced elective course in the senior year. The publication of a new edition of the bulletin on national bibliographies has greatly aided the work of that course. A new edition of the bulletin on selected subject bibliographies is in an advanced state of preparation. In the advanced classification course more attention is being paid to the four systems of classification now most prominently in use while much less time is given to those which are now merely of historic interest. The selection of books course follows in the main the plan originally formulated by Mrs Fairchild, but the number of required book notes has been reduced in the senior year, and more time is given to the rapid evaluation of new books and to the discussion of problems arising in the work of the Book Selection section of the New York State Library.

The courses in reference work are constantly being revised. Several subjects important in the reference work of a large public or university library have been introduced into the advanced reference course. Instruction in the use of state and national documents is now given in a formal course conducted by the Director of the school.

In the courses on bookbinding and printing increased emphasis is being laid on the direct relation of these handicrafts to library work and their historical and esthetic features are treated in other courses.

The course in general has been made more flexible by the introduction of several elective courses into the senior year. Six different courses, aggregating 350 hours, are offered. From these each senior must elect a minimum of 100 hours. Proportionally small as this amount of elective work may seem, it has proved to be of material advantage in permitting the students to pay more attention to subjects in which they have had particular interest.

Realizing, as they do, the necessity of filling actual needs rather than exploiting theories, the faculty welcomes well considered suggestions for improving the curriculum. The school stands for no pet theory or method but aims to progress by adopting no new theory or method solely because of its novelty and by retaining no obsolete tradition merely because it has become a tradition.

The most important changes for 1909-10 follow:

Cataloguing and classification

Beginning with the fall of 1909 all instruction in classed cataloguing will be given in the senior year. The requirement of 50 hours of practice work in cataloguing for the New York State Library will be abolished and in its place 50 hours additional work in outside libraries will be required.

With the exception of two or three lectures, with accompanying problems, designed to teach students the use of the State Library catalogue, the instruction in the junior cataloguing course will be confined to dictionary cataloguing. Instead of the Library School rules the new A.L.A. rules with some modifications will serve as a basis for instruction.

Classification will be taught in accordance with the practice of most public libraries in that only the shelf classification will be assigned. Later in the course some practice work in assigning cross reference numbers for the classed catalogue of the New York

State Library will be given under the direction of the head classifier. The use of subject headings instead of being made as distinct a subject as in the past will be taught either with or directly after classification to show the intimate relations of the two. The total number of hours in the course will be the same as at present (cataloguing 283, classification 77), but more practice will be given in alphabetizing and the work in general will be distributed more evenly throughout the entire year.

Children's work

An opportunity to attend the special lectures on children's work free of charge was this year offered to the librarians and assistants of the State. 7 members of the staff of the Queensborough Public Library attended the entire special course. In addition to the lectures in the regular school given by Mr E. H. Anderson, Miss Clara W. Hunt, Miss Frances J. Olcott and Miss Annie T. Eaton, four lectures were given to the summer school by Miss Edna Lyman. These were open also to students of the regular school.

Practice work

A constant attempt has been made to make the practice work of the course give the student as practical and varied experience in actual library work as possible. It is planned throughout with reference to the needs of the student rather than to the needs of the State Library as was formerly necessary. Further emphasis is being placed on the practice in outside libraries. To give experience in the actual work of a library, at least 300 hours of practice work will hereafter be required of each student for completion of the two year course. Of the 200 hours in the junior course, 50 hours of carefully supervised work are required in the State Library and in the Young Men's Association Library, Albany, and 150 in other approved libraries, usually during the summer vacation. Previous library experience may be accepted as an equivalent for the whole or part of the 150 hours in other approved libraries.

The 100 hours required in the senior year are spent at the general reference desk in the State Library and in local history, genealogy and study club work. In the senior year, an additional 100 hours practice work may be elected in advanced cataloguing or from 50 to 100 hours in bibliography.

The term "practice work" as here used includes only the time spent in the actual library work, not the preparation of set lessons and problems. "Class practice work," that is, preparation of work assigned in the classroom, is not included in the 300 hours mentioned above.

Through the courtesy of their librarians it has been possible to provide practice in outside libraries for all of the students who had not had previous experience. 11 juniors completed their required work in the following libraries: Bath-on-Hudson, N. Y. (reorganized under the supervision of Miss Zaidee Brown, State library organizer), Brookline (Mass.) Public Library, Brooklyn Public Library, Cleveland Public Library, Madison (Neb.) Public Library, New York Public Library (Aguilar and Tompkins Square branches) Rochester University Library, Wisconsin University Library. [For further discussion of the practice work of the school *see* the Annual report of the school for 1908, p. 9-10.]

Annual visit to other libraries. The 18th annual visit (the 9th biennial visit to the libraries of New York, Philadelphia and Washington) was made April 6-19.

28 students were in the party which was under the general charge of the Vice Director.

The general policy adopted last year of reducing the number of libraries visited and increasing the time spent in each library was again followed with satisfactory results. Good weather combined with the cordiality with which the school was everywhere received made the trip a very pleasant as well as a profitable one.

Special acknowledgment is due to Mr E. H. Anderson of the New York Public Library, to Mr Frank P. Hill of the Brooklyn Public Library and to Mr John Thomson of the Philadelphia Public Library for help in arranging the somewhat complicated details of the visits to their respective libraries. The school was entertained socially at the Pratt Institute Library School, the Chatham Square branch of the New York Public Library, the Trenton Free Public Library, Bryn Mawr College and the Drexel Institute Library School. It was also the guest of the District of Columbia Library Association at a meeting of the association, Wednesday, April 14.

Bibliographies. A complete list of bibliographies offered as a graduation requirement through April 1902 was printed in the last Register [Library School bulletin no. 11. 1902. p. 53-58].

A list of manuscript bibliographies and indexes in the State Library, September 30, 1905, including Library School graduation bibliographies not then in print, may be found in table P2 of the State Library Report for 1905. The 20th-22d Reports of the Library School for 1906-8 give supplementary lists of student bibliographies completed during those years.

The following original bibliographies were submitted and approved during the past school year.

Blanchard, L. R. Bibliography of fiction in English, dealing with stage life

Gillette, F. B. Title index to the works of Honoré de Balzac

Published in the *Bulletin of Bibliography*, July 1908-Jan. 1909, v.5, no.6-8, and reprinted as Bulletin of Bibliography pamphlets, no.19.

Gray, F. B. American colonial furniture

Hawkins, Jean. Ghost stories and tales of the supernatural

Published in the *Bulletin of Bibliography*, Jan.-Apr. 1909, v.5, no.8-9, and reprinted as Bulletin of Bibliography pamphlets, no.20.

Phipps, G. E. English cathedrals; a selected and partially annotated reading list

Reed, L. A. Relation of church and state in America; a contribution towards a bibliography

Strong, G. F. Bibliography of Jane Austen

Wheeler, J. L. Selected list of books on the wood-working and building trades, mostly recent and American, with annotations

Wilson, M. Z. Bibliography of Augustus Saint Gaudens and his works, supplementing the list of references in the Monthly bulletin of the Carnegie Library of Pittsburgh, March 1909

Commencement. Informal graduating exercises were held in the school lecture room, Friday, June 25. Rev. William R. Eastman '92, Chief of the Educational Extension Division of the State Library, addressed the class and their assembled friends. In the enforced absence of the Director, the Vice Director conferred the degrees.

Degree of B.L.S. The degree of bachelor of library science was conferred upon the following persons: Emma Jean Hawkins 1902, Lois Antoinette Reed 1904, Fredericka Botsford Gillette 1905, and upon the following members of the class of 1909: Linn Rudolph Blanchard, Florence Brookes Gray, Gertrude Eleanor Phipps, George Franklin Strong, Joseph Lewis Wheeler, and Mabel Zoe Wilson.

Summer session

The 12th summer session, June 9-July 21, was again in charge of Miss Corinne Bacon who has so successfully conducted it for the past two years. On account of the small space available this year the school was limited to 28 students, 21 of whom came from New York State. The remaining 7 came from Connecticut, District of Columbia, Indiana, Iowa, Kentucky and Missouri.

85 lectures were given. 39 of these required from two to four hours preparation while many of the remaining lectures required collateral reading or other preparatory work. The subjects offered were as follows:

Cataloguing 19 (Miss Bacon)
Classification and book numbers 13 (Miss Hawkins)
Book selection 12 (Miss Bacon 5, Miss Bascom 1, Mrs Harron 1, Miss Wheeler 3)
Administration 9 (Miss Brown 8, Mr Wyer 1)
Reference 6 (Mr Walter)
Work with children 5 (Miss Lyman 4, Miss Eaton 1)
Trade bibliography 3 (Mr Biscoe)
Rooms and fittings 3 (Mr Eastman)
Loan work 2 (Miss Bacon)
Shelflisting 1 (Miss Bacon)
Accession work 1 (Miss Rhodes)
Bookbinding 1 (Mr Walter)
Mending 1 (Miss Crissey)
Government documents 1 (Mr Wyer)
The State Library (Mr Wyer)
Work of the Division of Visual Instruction 1 (Mr Abrams)
Work of the Division of Educational Extension 1 (Mr Eastman)
The psychological moment 1 (Miss Freeman)
Book buying 1 (Mr Peck)
The library in a small town 1 (Mr Peck)
Albany 1 (Miss Wheeler)
Ideals of librarianship 1 (Mr Wynkoop)

The following extract from the new *Circular of information* of the school will indicate the changes in the summer course in 1910.

The course for the last three years has been general, including selection of books, book buying, accessioning, decimal classification, dictionary cataloguing, shelflisting, reference work, bookbinding, buildings and fittings, charging systems and work with children. This general course will not be given again until 1911.

In 1910, two consecutive courses will be offered, each lasting three weeks. Students may apply for either course or for both. Those taking both will have all the subjects usually treated at length in the general course except administration, selection of books and work with children, and will cover more ground in reference, government documents and bibliography than has heretofore been possible in the general course. The work offered in classification, cataloguing and shelflisting will be essentially the same as that given during the last two years.

COURSE A

Government documents	Mr Wyer
Reference work	Mr Walter
Bibliography	Mr Biscoe

COURSE B

Cataloguing (including subject headings)	Miss Bacon
Classification	Miss Hawkins
Shelflisting	Miss Bacon

Course A will be given from June 1 to 21, course B from June 22 to July 12. As the time of both students and faculty will be fully occupied, it will be impossible to admit any one to either course after the day on which it begins.

Summer session students**Class of 1909**

Archibald, Mabel, assistant, reference department, District of Columbia Public Library, Washington, D.C.
 Bateman, Mrs Lillian May, assistant, Colgate University Library, Hamilton, N.Y.
 Buffington, Eliza, assistant, cataloguing department, Brooklyn Public Library
 Bussell, Alice Penhale, assistant, Olean (N.Y.) Public Library
 Childs, Daisy McDonald, assistant librarian, William Jewell College Library, Liberty, Mo.
 Cook, Mrs Sara Swain, under appointment New York Public Library
 Cross, Henrietta Young, librarian, Starin Library, Fultonville, N.Y.
 Crowe, Mabel R., junior assistant, Brooklyn Public Library
 Dickerson, Luther Lester, librarian, Iowa College Library, Grinnell, Ia.
 Donn, Anne Estelle, desk attendant, District of Columbia Public Library, Washington, D.C.
 Easter, Mrs Georgie Lucile, assistant, circulating department, Des Moines (Ia.) Public Library
 Ehlers, Frances Marie, junior assistant, Brooklyn Public Library
 Franck, Charlotte, assistant, Morrisania branch, New York Public Library
 Hall, Emily Hardy, under appointment Yale University Library
 Hamilton, Ethel Dorothy, assistant, children's room, Chatham Square branch, New York Public Library
 Ingersoll, Grace, librarian, Corning (N.Y.) Free Library
 Ivimey, Muriel, assistant, circulating department, New York Public Library
 Lamb, Addele Evelyn, general assistant, Y.M.A. Library, Albany, N.Y.
 Mahony, Nellie M., general assistant, Chatham Square branch, New York Public Library
 Norris, Loraine, assistant cataloguer, Louisville Free Public Library
 Oakley, Christina Van Alen, assistant, Newburgh (N.Y.) Free Library
 Overman, Rhoda A., assistant, Marion (Ind.) Public Library
 Pingle, Grace Parker, assistant, High School Library, Albany, N.Y.
 Ricketts, Mrs Kate L., substitute, Mott Haven branch, New York Public Library
 Wilson, Josie, junior assistant, Brownsville branch, Brooklyn Public Library
 Witmer, Jennie A., librarian, Niagara Falls Public Library
 Wood, Florence E., cataloguer, Mount Vernon (N.Y.) Public Library

Lecturers 1908-9

Aside from the faculty, 32 persons gave 90 lectures before the school as follows:

LECTURER	POSITION	NO. LEC.	SUBJECT
bAbrams, A. W.	Chief, Division of Visual Instruction, N. Y. State Education Dep't	1	Work of the Division of Visual Instruction
Anderson, E. H.	Assistant director, New York Public Library...	1	Children and the public library
Askew, Sarah B.	Organizer, N. J. Public Libraries Commission	1	New building of the New York Public Library
aBascom, Elva L. ...	Editor, A. L. A. Booklist...	1	Work of a library commission
Betteridge, Grace L.	In charge traveling libraries and study clubs, N. Y. State Library	1	The A. L. A. Booklist
bBrown, Zaidee M. ...	Library organizer, N. Y. State Library	1	New York State traveling libraries and study clubs
Bunnell, Ada.	Sublibrarian (medicine), N. Y. State Library	8	Library administration
Canfield, Dr J. H. ...	Librarian, Columbia University	1	Medical libraries and books
Champlin, G. G.	Sublibrarian (reference) N. Y. State Library	1	Administration of Columbia University Library
aCrissey, Jane H. ...	Assistant, Troy (N. Y.) Public Library	1	The public library in its relation to education
bEaton, Annie T.	Children's librarian, Albany (N. Y.) Public Libraries	1	Patents
Elmendorf, Mrs H. L.	Vice librarian, Buffalo Public Library	1	Mending
Fairchild, Mrs S. C. ...	Library lecturer.	1	An hour of story-telling
aFreeman, Marilla W.	Reference librarian, Louisville (Ky.) Free Public Library	1	Things that matter
Gilbert, F. B.	Chief, Law Division, N. Y. State Education Dep't	1	Administration of a large public library
aHarron, Mrs Julia S.	Assistant N. Y. State Library	1	Function of the library
aHawkins, Jean.	Sublibrarian (classification), N. Y. State Library	1	American library movement
Hill, F. P.	Librarian, Brooklyn Public Library	1	Types of libraries
Hunt, Clara W.	Sup't, children's dep't, Brooklyn Public Library	1	Selection of biographical books
Jones, Mary L.	Librarian, Bryn Mawr College	1	Presidents of the A. L. A.
Kildal, Arne.	Cataloguer, Library of Congress	1	Library training
aLyman, Edna.	Story-teller and lecturer on children's library work	1	Representative libraries
Nerney, May C.	Head, order section, N. Y. State Library	1	Reading for the blind
Olcott, Frances J. ...	Chief, children's dep't, Carnegie Library, Pittsburgh	1	The psychological moment
		1	Arrangement and use of law libraries
		1	Law books for a popular library
		1	Some interesting biographies
		1	Classification
		1	Classification practice
		1	Book numbers
		1	Administration of the Brooklyn Public Library
		5	Selection of children's books
		1	Administration of a college library
		1	Norway and the Norwegian libraries
		1	The child and the book
		1	General principles of book selection for children
		1	Poetry for children
		1	The story hour in the library
		7	Order department work
		1	Organization of children's departments
		1	Administration of children's rooms
		1	Planning and equipping of children's rooms
		1	Methods of drawing attention to special classes of books

a To summer school only.

b To both summer and winter schools.

LECTURER	POSITION	NO. LEC.	SUBJECT
bPeck, A. L.....	Librarian, Gloversville	2	Bookbuying
aPeck, A. L.....	(N. Y.) Free Library	1	The library in a small town as the center of intellectual activities
aRhodes, Isabella K.	Assistant, N. Y. State Library School	1	Accession work
Robbins, Mary E....	Director, library dep't, Simmons College	1	Simmons College department of library science
Tyler, Alice S.....	Secy., Iowa Library Commission	2	Work of a library commission
Van Laer, A. J. F....	Archivist, N. Y. State Library	1	Manuscripts
Van Peyma, Charlotte J.	Assistant, reference section, N. Y. State Library	2	Local history and genealogy
Wellman, H. C.....	Librarian, Springfield (Mass.) City Library Association	2	Book illustration
aWynkoop, Asa.....	Inspector public libraries, N. Y. State Library	1	Ideals of librarianship

a To summer school only. b To both summer and winter schools.

The alumni

Positions. Of a total of 1714 positions filled before October 1, 1909, 676 have been in New York, 941 in 36 other states, 82 in the District of Columbia and 15 in six foreign countries. Of the positions filled in New York, 339 have been filled by students of the school nonresident in the State at the time of matriculation. These positions have been in every type of library in practically every part of the State where there has been any library activity. The foreign countries in which the school has filled positions are Australia (New South Wales), Burma, Canada, France, Norway, Scotland.

Positions filled October 1, 1908-September 30, 1909

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1889 Gilmore, David C.....	Professor of English literature and librarian	Baptist College, Rangoon, Burma
1891 Dexter, Lydia A.....	In charge.....	Library in Fisk Park, Chicago
1894 Bullock, Edna D.....	Editor and indexer.....	H. W. Wilson Co., Minneapolis, Minn.
1896 Edwards, Ella M.... (Mrs Dancy Ledbetter)	Assistant organizer.....	Ohio State Library
1897 Thorne, Elizabeth G...	Librarian.....	Kingston (N. Y.) City Library
1899 Shaw, Robert K.....	Librarian.....	Worcester (Mass.) Free Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
Windsor, Phineas L....	Librarian and director of library school	University of Illinois
1900		
Fossler, Anna K.....	Cataloguer.....	Columbia University Library
Gracie, Helen B.....	Assistant in order department.....	University of Illinois Library
.....	Head of order department.....	Seattle (Wash.) Public Library
Knight, Marion A....	Classifier and annotator.....	Carnegie Library, Pittsburg
1901		
Bascom, Elva L.....	Editor.....	A. L. A. Booklist, Madison, Wis.
Brown, Charles H.....	Assistant librarian.....	Brooklyn Public Library
Keller, H. Rex.....	Second assistant, cataloguing department	Columbia University Library
1902		
Pope, Seth E.....	Assistant, technology library.....	Pratt Institute
Whittier, Florence E..	Assistant to secretary.....	American Library Association, Chicago
1904		
Barker, Beatrice J....	Head, catalogue department.....	Oregon University Library
Dickinson, A. Don....	Librarian.....	State College, Pullman, Wash.
Goodrich, Nathaniel L.	Librarian.....	Texas University
Hyde, Mary E.....	Head cataloguer.....	San Francisco Public Library
Mumford, Rosalie....	Librarian and private secretary to the principal	Detroit Home and Day School
Peck, Harriet R.....	Assistant.....	Bates College, Lewiston, Me.
Peters, Orpha M.....	Assistant librarian.....	Gary (Ind.) Public Library
1905		
Blanchard, Alice A....	Assistant in charge of work with schools	Newark (N. J.) Free Public Library
Harron, Mrs Julia (Scofield)	First assistant to editor.....	A. L. A. Booklist, Madison, Wis.
Hirshberg, Herbert S..	Reference librarian.....	Cleveland Public Library
..	Instructor.....	Western Reserve University Library School
Mitchell, S. Louise....	Assistant librarian.....	School of Education, Chicago University
1906		
Hiss, Sophie K.....	First assistant cataloguer.....	Cleveland Public Library
.....	Instructor.....	Western Reserve University Library School
Leonard, Mabel E....	Assistant.....	United States Department of Agriculture Library, Washington
Walter, Frank K.....	Vice director.....	New York State Library School
1907		
Hadley, Chalmers....	Secretary.....	American Library Association, Chicago
Hillis, Julia E.....	Children's librarian, Leonard branch	Brooklyn Public Library
King, Julia E.....	Cataloguer.....	Board of Water Supply, New York City
Nunn, Janet H.....	Librarian.....	Spokane (Wash.) High School
Vitz, Carl P. P.....	Director's assistant.....	New York State Library
Wright, Jane.....	Librarian in charge, Marquand art collection	Princeton University Library
1908		
Cooper, Isabella M....	In charge of reference department.	Newark (N. J.) Free Public Library
Fay, Lucy E.....	Librarian.....	West Virginia University
Hooker, D. Ashley....	Assistant, catalogue department...	Cleveland Public Library
Hulburd, Annabel A..	Cataloguer.....	University of Illinois Library
Kimball, Florence B..	Cataloguer.....	Vermont State Library
McVety, Margaret A..	Head, lending department.....	Newark (N. J.) Free Public Library
Paddock, Alice M....	Librarian.....	Jamestown (N. D.) Public Library
Roberts, Ethel D....	Acting assistant librarian.....	Wellesley College
Ross, Georgette.....	Librarian.....	McKinley Manual Training High School, Washington
Smith, Elizabeth M...	Assistant, reference section.....	New York State Library
White, Mabel G.....	Assistant, circulation department.	New York Public Library
Whittemore, R. Gertrude	Librarian.....	Peacedale (R. I.) Public Library

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1909		
Davis, Mary H.....	Librarian.....	Chester, (Pa.) Public Library
Fargo, Lucile F.....	Librarian.....	North Central High School, Spokane, Wash.
Field, Agnes J.....	Assistant librarian.....	Council Bluffs (Ia.) Public Library
Grav, Florence B.....	Assistant.....	New York State Library
Hardman, Elisabeth.....	Assistant.....	Carnegie Library, Pittsburg
Hunter, Grace E.....	Assistant, catalogue division.....	Library of Congress
Milam, Carl H.....	Assistant.....	Purdue University Library
	Secretary.....	Indiana State Library Com- mission
Rhodes, Isabella K....	Assistant.....	New York State Library School
Towner, Isabel L.....	Assistant, catalogue division.....	Library of Congress
Wheeler, Joseph L.....	Assistant librarian.....	District of Columbia Public Library
1910		
Arnett, Lonna D.....	Classifier.....	United States Bureau of Edu- cation Library, Washington
Cunningham, Jesse.....	Assistant.....	New York State Library
Enc, Sara W.....	Assistant, catalogue department.....	Pennsylvania University Li- brary
Johnston, Sara E.....	Cataloguer.....	Purdue University Library
Lytle, Mary.....	Cataloguer.....	Superior (Wis.) Public Li- brary

In addition to the appointments listed in the preceding table the following temporary paid positions were filled during the period covered by this report.

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1896		
Curtis, Florence R....	Instructor.....	Indiana Public Library Com- mission, Summer School for Librarians, Richmond, Ind.
Edwards, Ella M..... (Mrs Dancy Ledbetter)	Cataloguer.....	Ohio Wesleyan University Li- brary
1899		
Wood, Harriet A.....	Instructor.....	Minnesota Public Library Com- mission, Summer School for Library Training, Minneapolis
1901		
Vought, Sabra W.....	Instructor.....	Chautauqua Library School
1903		
Hepburn, William M..	Instructor.....	Indiana Public Library Com- mission, Summer School for Librarians, Richmond, Ind.
Jenks, Edwin M.....	Cataloguer.....	United States Military Academy, West Point, N. Y.
1904		
Peck, Harriet R.....	Instructor.....	Simmons College, Summer Li- brary Class
".....	Instructor.....	McGill University Summer School for Librarians, Mon- treal
Spafford, Martha E...	Cataloguer.....	Milton (Mass.) Public Library
1905		
Wright, Rebecca W...	Assistant, Lawrenceville branch..	Carnegie Library, Pittsburg
".....	Cataloguing reviser.....	Kellogg-Hubbard Library, Mont- pelier, Vt.
1906		
Leonard, Mabel E.....	Cataloguer.....	United States Coast Artillery School Library, Fortress Mon- roe, Va.

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1907		
Merritt, Louisa F.	Cataloguer.....	Meádvillev (Pa.) Public Library
Metz, Corinne A.	Cataloguer.....	Conneaut (O.) Public Library
1908		
Cooper, Isabella M.	Instructor.....	Iowa Summer Library School, Iowa City
Kimball, Florence B.	Cataloguer.....	Brooklyn Public Library
Ross, Georgette.	Acting children's librarian, Broadway branch	Cleveland Public Library
White, Mabel G.	Cataloguer.....	Brooklyn Public Library
Whittemore, R. Gertrude	Cataloguer.....	Brooklyn Public Library
1909		
Hawks, Blanche L.	Cataloguer.....	Brooklyn Public Library
"	Substitute assistant, Chatham Square branch	New York Public Library
"	Cataloguer.....	University of Illinois Library
Strong, George F.	Librarian.....	Boston University
1910		
Johnston, Sara E.	Substitute, Aguilar branch.....	New York Public Library
Kaiser, John B.	Assistant, catalogue department.	Cleveland Public Library
Swartwout, Jessamine E.	Cataloguer.....	Howard University Library, Washington

New York State Library School Association

Eighty-two former students of the school were present at the meeting of the American Library Association held at the Mt Washington hotel, Bretton Woods, N. H.

A meeting of the New York State Library School Association was held on the evening of June 30. It was preceded by an informal dinner at which about 75 former students of the school were present. The following officers were elected for the coming year: *President*, Chalmers Hadley, '07, B.L., secretary, American Library Association, Chicago, Ill.

First vice president, Mary Letitia Jones, '92, B.L. B.L.S., librarian Bryn Mawr College, Bryn Mawr, Pa.

Second vice president, Herbert Simon Hirshberg B.A. B.L.S., reference library Public Library, Cleveland, O.

Secretary-treasurer, Bessie Sargeant Smith B.A. B.L.S., assistant librarian, Public Library, Utica, N. Y.

Executive committee

The officers and Fanny Borden, '00, B.A. B.L.S., assistant Vassar College Library, Poughkeepsie, N. Y.; Olin Sylvester Davis, '92, librarian Public Library, Laconia, N. H.; Rosamond Joslyn, '08, children's librarian, Prospect branch, Public Library, Brooklyn N. Y.

Advisory board

- 1907-10 Arthur Low Bailey, '98, B.L.S., librarian, Wilmington Institute Free Library, Wilmington, Del., *chairman*
 1908-11 Isabel Ely Lord, '97, B.L.S., librarian, Pratt Institute Free Library, Brooklyn, N. Y.
 1909-12 Edwin H. Anderson, '92, M.A., Assistant director, New York Public Library

It was decided to print the last two reports of the advisory committee for distribution among the alumni. The current report called special attention to the successful working of the student loan fund. During the year two applications for aid were received and, upon the recommendation of the faculty, loans were made to both applicants. The advisory committee plans to continue this work subject to the same rules as last year. [See New York State Library School, 22d annual report, 1908, p. 19-20]

Two members of the advisory committee, Miss Isabel Ely Lord, '97 and Arthur L. Bailey, '98, paid the school an extended visit, May 6-8, 1909. Both spoke briefly to the school on the purposes of the association and its claim on past and present students.

A.L.A. attendance. At the last six annual conferences of the American Library Association the attendance of former students of the New York State Library School has been as follows:

PLACE	TOTAL ATTENDANCE	FORMER STUDENTS OF N. Y. S. L. S. PRESENT	PERCENTAGE OF TOTAL ATTENDANCE
St. Louis, 1904.....	577	45	7.8
Portland, 1905.....	359	28	7.8
Narragansett Pier, 1906.....	891	110	12.3
Asheville, 1907.....	478	56	11.7
Lake Minnetonka, 1908.....	658	59	9
Bretton Woods, 1909.....	620	82	13.2

Meetings of former students. A pleasing indication of the interest maintained by former students is shown in the number of formal and informal New York State Library School reunions recently held. These have become a regular feature of the American Library Association conferences, the meetings of the New York Library Association and the tristate meetings at Atlantic City. About 75 were present at the dinner and business meeting held at the Mount Washington Hotel, Bretton Woods, during the A.L.A. conference. A joint dinner was given September 23, 1909 by representatives from Drexel, Illinois, the New York State Library School and Pratt during the New York Library

Association meeting at the Hotel Sagamore, Lake George. About 60 were in attendance, more than 30 of whom were graduates or former students of the New York State Library School.

Other recent meetings worthy of note were a dinner at San José during the 1908 meeting of the California State Library Association, and attended by 11 out of the 18 former students then engaged in library work in California; and a luncheon given at Cincinnati, November 6, 1908, during the meeting of the Chio Library Association, by former students in the libraries of Cincinnati to the former students in other libraries of the state.

Necrology. A complete list, so far as obtainable, of the names of deceased graduates and former students, was published in the report of the school for 1908 [p. 22]. The following deaths have been reported for 1908-9:

CLASS AND NAME		DATE OF DEATH
<hr/>		
	1890	
Harvey, Elizabeth		July 10, 1909
	1908	
Tunbridge, Helen Elizabeth		Sept. 20, 1909
	1909	
Field, Agnes Jeannette		Nov. 18, 1908
<hr/>		

Notes and comments

Library training section. At its last annual meeting, the American Library Association, through its council, authorized the formation of the section on professional training for librarianship. The following officers for the section were elected: Chalmers Hadley, N. Y. '07, *president*; W. H. Brett, dean, Western Reserve University Library School, *vice president*; Mrs Harriet Price Sawyer, instructor, Wisconsin Library School, *secretary*. The purpose of the selection is to advance the standard of professional training for librarians under whatever definite form it may be given.

Publications. The following publications have been issued during the year:

22d annual report 1908. 25p. (Library School bulletin 27)

Selected national bibliographies. Ed.2. 4cp. (Library School bulletin 26)

Revised and enlarged edition of Selected national bibliographies 1900. (Library School bulletin 7)

Library handwriting; a guide for the use of students in the New York State Library School. Ed.2. 11p.

Revised edition of reprint from Handbook of the New York State Library School 1903

Circular of information. 1909-10. 17p.

INDEX

Administration, course in, 9

Alumni, 17-22

American Library Association, attendance of students at annual meetings, 21; library training section, 22

Attendance, 7

B. L. S. degree conferred, 13

Bibliographies, submitted and approved, 12-13

Bibliography course, 9

Bookbinding course, 10

Books, selection, course in, 9

Calendar 1908-9, 4

Cataloguing, changes in course, 10-11

Children's work, 11

Classification course, advanced, 9; changes in, 10-11

Commencement, 13

Courses of study, changes in, 8-10

Degrees conferred, 13

Elective work, 10, 11

Examinations, 4

Faculty, 6-7

Junior course, practice work, 11

Juniors, number, 7; class of 1910, 7-8

Lecturers, 16-17

Library administration, course in, 9

Library buildings, course in, 9

Library training section of A. L. A., 22

Necrology, 22

New York State Library School Association, 20-21

Positions filled, 17-20

Practice work, 11-12; in cataloguing, 10

Printing course, 10

Publications, 22-23

Reference work, courses in, 10

Selection of books course, 9

Senior year, elective courses, 10; practice work, 11

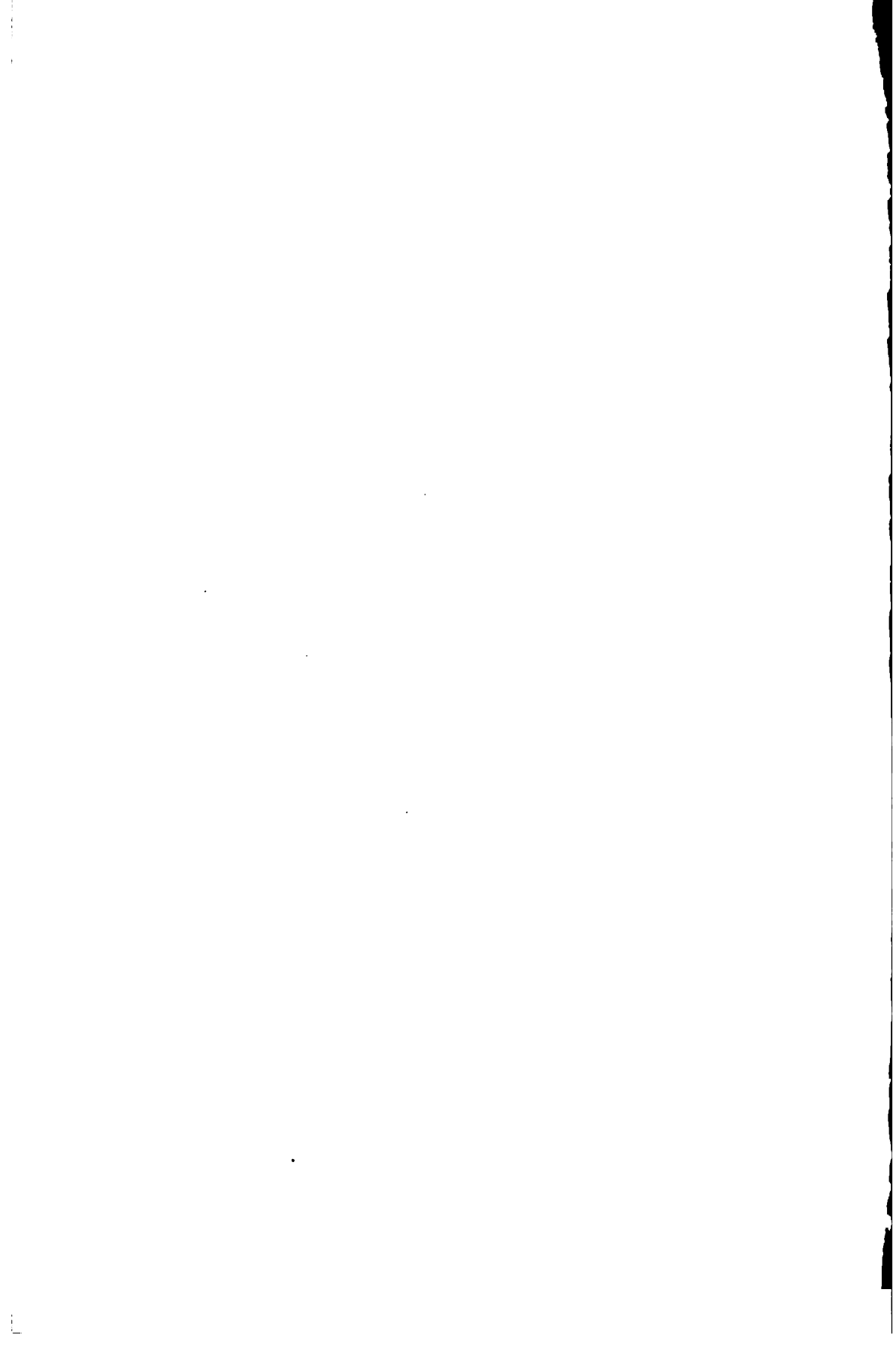
Seniors, number, 7; class of 1909, 7

Staff instruction, 8

Students, attendance at annual meetings of American Library Association, 21; classes, 7; colleges represented, 7; holding degrees, 7; from other states and countries, 7; list, 7-8; meetings of, 21-22; necrology, 22; number, 7; positions filled, 17-20; registered, 7; special, 8; summer session, 15

Summer session, 6, 13-15; changes in course, 14-15; students, 15

Visit to other libraries, 12



New York State Library

PARTIAL LIST OF PUBLICATIONS

Gaps in a series indicate that the numbers omitted are replaced by later editions or are for other reasons out of print. Bracketed prices indicate numbers nearly out of print.

ANNUAL REPORT 1819-date. All in print to 1892, in paper, 1893-date, cloth.

No reports published for 1820-23, 1842.

Director's report 1899 (108p.) 1900 (216p.) 1901 (84p.) 1902 (88p.) 1903 (182p.) 1904 (122p.) Statistical report 1905 (48p.) Director's report 1906 (52p.) 1907 (46p.)

BULLETINS 1891-date. To advance subscribers 50c a year, excluding legislation.

Legislation. Annual subscription \$1 payable in advance.

LI-7, 9-II, 13, 15, 18, 21, 24, 28, 32, 36, 38 Index of legislation 1890-date. 50c each, except nos. 1 (1890) and 11 (1899) which are out of print.

These are minutely classed annual indexes of new laws passed by all the states. As a decision of a state supreme court or of the United States Supreme Court declaring a statute unconstitutional is in effect equivalent to its repeal by the Legislature, a digest of such decisions is included. The votes on constitutional amendments and constitutional conventions are also given, and important provisions of new constitutions summarized.

LI6, 19, 22, 25, 29, 33 Review of legislation 1901-date. 25c each except no. 29 (1905) which is out of print.

LI7, 20, 23, 27, 31, 35, 37 Digest of governors messages 1902-date. 25c each.

Contains a topical digest of messages of governors of all states and of related topics in the President's message.

L26 Index of New York governors messages 1777-1901. 25c.

L8 State finance statistics 1890 and 1895. 58p. 10c.

L12 Trend of legislation in the United States. 40p. May 1900. 5c.

L14 Taxation of corporations in New York, Massachusetts, Pennsylvania and New Jersey. 198p. May 1901. 25c.

L30 Legislative reference lists 1906. 44p.

Contains lists on life insurance, direct nominations, employment of blind and inheritance.

L34 A summary of the compulsory attendance and child labor laws of the states and territories of the United States. 114p. July 1907. American ballot laws; a tabular digest and historical summary. In press.

Library School. LS2, II Register 1887-96 (50p. 5c) 1887-1901 (80p. 15c)

LS3, 6, 8, 10, 14, 17, 18, 23, 24, 25, 27, 28 Annual report 1898 (28p. il.) 1899 (30p.) 1900 (36p.) 1901 (28p.) 1902 (30p.) 1903 (30p.) 1904 (24p.) 1905 (32p.) 1906 (24p.) 1907 (26p.) 1908 (28p.) 1909 (28p.)

LS5 Selected subject bibliographies. 50p. Nov. 1899. [25c] o. p.

LS7 Selected national bibliographies. 34p. May 1900. [25c] o. p.

LS12 Lecture outlines and problems 1. 66p. Oct. 1902. 15c.

LS13 English cataloguing rules. 50p. Nov. 1902. 10c.

LS15 Handbook of New York State Library School, including summer course and library handwriting. 68p. il. Oct. 1903. 15c. o. p.

- Ls16** Material for course in reference study. 116p. Oct. 1903. 20c.
Ls19 Indexing. 72p. May 1905. 15c.
Ls20 Lecture outlines and problems 2. 104p. June 1905. 15c.
Ls21 United States government documents. 80p. Mar. 1906. 15c.

o. p.

- Ls22** Library building plans. 60p. Oct. 1906. 25c.
Ls26 Selected national bibliographies. 42p. Dec. 1908. 10c.

Bibliography. Mostly original bibliographies presented by Library School students as a condition of graduation. To advance subscribers 50c a volume. A volume consists of 10 numbers.

- Bb1** Guide to the study of J. A. M. Whistler. 16p. May 1895. 25c. *o. p.*

- Bb2-4** Colonial New England; Travel in North America; History of the 17th century. 80p. July 1897. 15c.

- Bb6-8** Japan; Venice; Out-of-door books. 64p. Feb. 1898. 10c.

- Bb9-11** Netherlands; Renaissance art; History of latter half of 15th century. 128p. Apr. 1898. 15c.

- Bb12** Best books of 1897. 28p. [25c] *o. p.*

- Bb13** Fairy tales for children. 30p. June 1898. [25c] *o. p.*

- Bb14** Index to subject bibliographies in library bulletins to Dec. 31, 1897. 62p. 10c.

- Bb18** Best books of 1898. 28p. 5c.

- Bb19** College libraries in the United States. 52p. Dec. 1899. 10c.

- Bb20** House decoration and furnishing. 20p. Dec. 1899. 5c.

- Bb21** Best books of 1899. 28p. 5c.

- Bb22** Domestic economy. 144p. Jan. 1901. 15c.

- Bb23** Connecticut local history. 114p. Dec. 1900. 15c.

- Bb24** New York colonial history. 274p. Feb. 1901. 35c.

- Bb25** China and the Far East. 122p. Mar. 1901. 20c.

- Bb26-27** Fröbel and the kindergarten; Reading list for children's librarians. 92p. May 1901. 15c. Bb27 separately 5c.

- Bb28** Maine local history. 148p. June 1901. 20c.

- Bb29** Best books of 1900. 32p. 10c.

- Bb30** Class list of a \$500 library recommended for schools. Ed. 3. 82p. July 1901. 15c.

- Bb31** Monopolies and trusts in America. 38p. Oct. 1901. 10c.

- Bb32** Biography for young people. 60p. Nov. 1901. 15c.

- Bb33** French government serials. 72p. Jan. 1902. 15c.

- Bb34** Best books of 1901. 30p. 10c.

- Bb35** Best books of 1902. 36p. 10c.

- Bb36** Cataloguers reference books. 186p. Nov. 1903. 25c.

- Bb37** Best books of 1903. 46p. 10c.

- Bb38** Ethics. 36p. Apr. 1905. 10c.

- Bb39** Best books of 1904. 46p. 10c.

- Bb40** Best books of 1905. 44p. 10c. *o. p.*

- Bb41** Florence. 44p. Sept. 1906. 10c.

- Bb42** Scotland. 36p. Apr. 1907. 10c.

- Bb43** Best books of 1906. 48p. 10c.

- Bb44** Best books of 1907. 56p. 10c. *o. p.*

- Bb45** Best books of 1908. 50p. 10c.

Medical serials. *In press.*

Translation and publication of Dutch records in the State Library. *In press.*

Education Department Bulletin

Published fortnightly by the University of the State of New York

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No. 484

ALBANY, N. Y.

DECEMBER 1, 1910

Library Science

New York State Library

Library School 29

24th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1910

	PAGE		PAGE
Calendar 1909-10	4	Alumni	17
Work of the year	5	Positions filled in 1909-10....	18
Faculty	6	Necrology	21
Lecturers 1909-10	7	New York State Library School	
Attendance	8	Association	21
List of students 1909-10	9	Notes and comments	22
Staff instruction	11	23d anniversary	22
Changes in courses of study ..	11	Library meetings	22
Annual library visit	13	Visit of Pratt Library School ..	22
Original bibliographies	14	Proposed dormitory	22
Commencement	14	Training for special library	
Degrees	14	work	23
Summer session	15	Index	25
Summer session students 1910 ..	16		

ALBANY

UNIVERSITY OF THE STATE OF NEW YORK

1910

L333m-O10-1500

STATE OF NEW YORK
EDUCATION DEPARTMENT

Regents of the University
With years when terms expire

1913	WITELAW REID M.A. LL.D. D.C.L. <i>Chancellor</i>	New York
1917	ST CLAIR MCKELWAY M.A. LL.D. <i>Vice Chancellor</i>	Brooklyn
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1914	PLINY T. SEXTON LL.B. LL.D. - - - - -	Palmyra
1912	T. GUILFORD SMITH M.A. C.E. LL.D. - - - - -	Buffalo
1918	WILLIAM NOTTINGHAM M.A. Ph.D. LL.D. - - - - -	Syracuse
1922	CHESTER S. LORD M.A. LL.D. - - - - -	New York
1915	ALBERT VANDER VEER M.D. M.A. Ph.D. LL.D.	Albany
1911	EDWARD LAUTERBACH M.A. LL.D. - - - - -	New York
1920	EUGENE A. PHILBIN LL.B. LL.D. - - - - -	New York
1916	LUCIAN L. SHEDDEN LL.B. LL.D. - - - - -	Plattsburg
1921	FRANCIS M. CARPENTER - - - - -	Mount Kisco

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Trades Schools, ARTHUR D. DEAN B.S.
Visual Instruction, ALFRED W. ABRAMS Ph.B.

New York State Library, Albany, N. Y., October 24, 1910

Hon. Andrew S. Draper

Commissioner of Education

DEAR SIR: I have the honor to transmit herewith and to recommend for publication the 24th annual report of the New York State Library School for the year ending September 30, 1910.

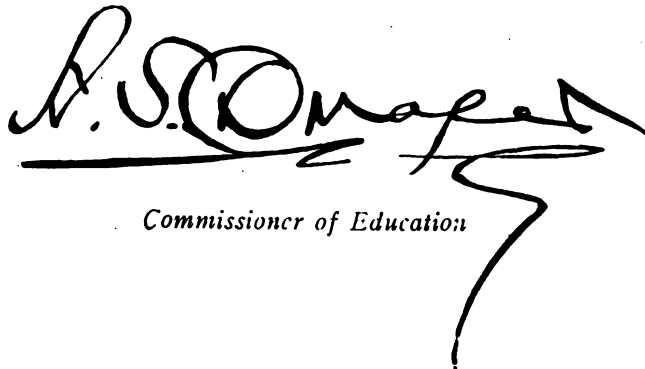
Very respectfully

JAMES I. WYER, JR

Director

State of New York
Education Department
COMMISSIONER'S ROOM

Approved for publication this 25th day of November 1910

A large, stylized handwritten signature in black ink, appearing to read 'A. S. Draper'. The signature is written over a horizontal line and has a long, sweeping flourish extending downwards and to the right.

Commissioner of Education

CALENDAR 1909-10

General

1909		
October	4-5	Entrance examinations
"	6	School opened Wednesday a. m.
November	2	Election day, holiday
"	24-29	Thanksgiving recess, Wednesday noon to Monday p. m.
December	22	Christmas recess began Wednesday noon
1910		
January	3	Christmas recess ended Monday p. m.
February	12	Lincoln's birthday, holiday, Saturday
"	21	Visit to Gloversville Free Library
"	22	Washington's birthday, holiday, Tuesday
April 26-May	9	Visit to New England libraries
May	30	Decoration day, holiday, Monday
June 1-July	13	Summer session
		Course A. June 1-21
		Course B. June 22-July 13
"	6	Visit to Utica Public Library
"	24	School closed, Friday a. m.

Examinations

1909		
December	22	Elementary library buildings, Wednesday a. m.
1910		
January	24	National bibliography, Monday a. m.
"	31	Order and accession work, Monday a. m.
February	28	Shelf work, Monday a. m.
March	7	Elementary classification, Monday a. m.
"	23	Advanced cataloguing, Wednesday a. m.
"	29	Advanced classification, Tuesday a. m.
April	4	Indexing, Monday a. m.
"	23	Loan work, Saturday a. m.
June	9	Subject bibliography, Thursday a. m.
"	13	Selection of books, Monday a. m.
"	16	Advanced reference and government documents, Thursday a. m.
"	18	Elementary reference, Saturday a. m.
"	20	History of books and libraries, Monday a. m.
"	21	Elementary cataloguing, Tuesday a. m.
"	22	Printing and bookbinding, Wednesday a. m.

Education Department Bulletin

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No. 484

ALBANY, N. Y.

DECEMBER 1, 1910

New York State Library

Library School 29

24th ANNUAL REPORT OF LIBRARY SCHOOL 1910

Work of the year

The work of the New York State Library School for the year ending September 30, 1910 was characterized by development along well tried lines rather than by radical departures from current practice in library training. Such changes and adjustments were made as seemed necessary to keep the school work in harmony with the needs of modern libraries.

As was evidenced by the session on professional training at the recent conference of the American Library Association at Mackinac Island, there is no general agreement among critics of library schools as to the detailed direction changes in the courses of study should take in order to make the work of the schools more effective, even though there seems to be rather general accord as to the desirability for improvement. While improvement is desirable, the value of library training and library schools has become generally recognized by librarians and, to a lesser extent, by library trustees. The demands on library school graduates are becoming so much more varied and exacting that future changes in the courses of library schools in general and of the New York State Library School in particular must be in the direction of even more thorough and diversified training than is at present given.

To keep at the front it will be necessary to train for such service as libraries require and to reflect in the curriculum the activities of varied types of libraries. That the school is doing this measurably is shown by the demand for graduates and students of the school, which has in the past year considerably exceeded the supply of available candidates. The school has continued to draw students from all sections of the country. In general, there has been progress along all lines.

Faculty

The faculty for the school year was as follows:

- James Ingersoll Wyer, Jr, M.L.S. (N.Y.) *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries, 1906-
- Frank Keller Walter M.A. (Haverford) B.L.S. (N.Y.) *Vice Director*. Instructor in elementary reference work, bookbinding, printing, expansive classification, 1908-
- Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889-
- Walter Stanley Biscoe M.A. (Amherst) Instructor in bibliography, advanced classification, history of libraries and printing, 1887-
- Ada Alice Jones (Wellesley) *Secretary of the faculty*. Instructor in advanced cataloguing, 1888-
- William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-
- Martha Thorne Wheeler. Instructor in selection of books, indexing, 1895-
- Corinne Bacon (Packer Collegiate Institute) B.L.S. (N.Y.) Instructor in elementary cataloguing, elementary classification, library seminar, order and accession, shelf and loan work, in charge of summer course, 1903-10
- Edna M. Sanderson B.A. (Wellesley) *Registrar*. 1903-

Miss Corinne Bacon, since 1903 principal instructor in the school, resigned August 15, 1910, to accept a position in the Newark (N.J.) Free Public Library. Miss Bacon's work as an instructor deserves special commendation and her resignation is a real loss to the school. Miss Katharine Dame, assistant librarian in charge of the catalogue at Cornell University Library, a graduate of Boston University and of the Pratt Institute Library School, and a graduate student at Bryn Mawr, succeeded Miss Bacon, September 15, 1910. Miss Dame has had experience as a teacher and has been connected with the catalogue department of the Cornell University Library since 1900. September 9, 1910, Miss Jean Hawkins, head classifier of the New York State Library, who for four years has been connected with the school work in classification, was elected a member of the faculty for the school year 1910-11.

Much of the stability of the school is due to the infrequency of changes in the faculty. In 23 years there have been but nine resignations from the regular faculty.

In addition to the work of the regular faculty, mention should be made of Miss Zaidee M. Brown who conducted the course in elementary administration in the regular school and the work in classification and book numbers in the summer school, of Miss Jennie D. Fellows for her valuable services in revising and for conducting the summer school work in subject headings, and of Miss May C. Nerney who was in charge of the regular junior course in order and accession work.

Aside from the faculty, the following 36 persons gave 96 lectures before the school. Most of the lectures formed integral parts of the regular courses:

Lecturers 1909-10

LECTURER	POSITION	NO. LEC.	SUBJECT
Austen, Willard. . .	Librarian, Cornell University Library	2	Administration of a university library
Bailey, A. L.	Librarian, Wilmington Institute Free Library	1	Bookbinding for fiction
Baldwin, Emma V. . .	Librarian's secretary, Brooklyn Public Library	2	Office routine and records
Betteridge, Grace L.	In charge traveling libraries and study clubs, N. Y. State Library	1	New York State traveling libraries and study clubs
Brett, W. H.	Librarian, Cleveland Public Library	1	Illustrated lecture on the Cleveland Public Library buildings
Brown, Zaidee M. . .	Library organizer, N. Y. State Library	8	Library administration
aBrown Zaidee M.	2	Book numbers
Bunnell, Ada.	Sublibrarian (medicine), N. Y. State Library	11	Classification
Burnite, Caroline. . .	Director, children's work, Cleveland Public Library	1	Medical libraries and books
Chamberlain, Mary C.	Librarian for the Blind, N. Y. State Library	4	Organization, equipment and management of children's rooms
Champlin, G. G. . . .	Sublibrarian (reference), N. Y. State Library	1	Library work for the blind
Colson, F. D.	Law librarian, N. Y. State Library	1	Patents
Crissey, Jane H. . . .	Assistant, Troy (N. Y.) Public Library	1	Arrangement and use of law libraries
Dana, J. C.	Librarian, Newark (N. J.) Free Public Library	1	Law books for a popular library
Eastman, Linda A.	Vice librarian, Cleveland Public Library	1	Book mending
Fairchild, Mrs S. C. .	Library lecturer.	2	Library work with schools
aFellows, Jennie D. .	Assistant, N. Y. State Library	1	Administration of the Cleveland Public Library
Hawkins, Jean.	Sublibrarian (classification), N. Y. State Library	1	Function of the library
Jones, Mary L.	Librarian, Bryn Mawr College Library	8	Subject headings
Kent, H. W.	Assistant secretary, Metropolitan Museum of Art, New York city	5	Book numbers
Lester, C. B.	Legislative reference librarian, N. Y. State Library	4	Classification
Lyman, Edna.	Advisory children's librarian, Iowa Library Commission	1	The New York State Library School Alumni Association
		1	The librarian, the bibliophile
		1	Legislative reference work
		1	The child and the book
		1	Book selection for children
		1	Fiction for children
		1	The story hour

a To summer school only.

Lecturers 1909-10 (*continued*)

LECTURER	POSITION	NO. LEC.	SUBJECT
Nerney, May C.	Head, order section, N. Y. State Library	8	Order work
Peck, A. L.	Librarian, Gloversville (N. Y.) Free Library	1	Book buying
Plummer, Mary W. . . .	Director, Pratt Institute School of Library Science	1	Poetry for children
Putnam, Herbert	Librarian of Congress	1	The Library of Congress
		1	Personal reminiscences of the Librarian of Congress
Rhodes, Isabella K. . . .	Assistant, N. Y. State Library School	3	Shelf work
Stearns, Lutie E.	Chief, traveling library dep't, Wisconsin Free Library Commission	1	The library spirit
		1	Some western phases of library work
Steenberg, Jeannette M.	Organizer, Danish Library Commission	1	Library work in Denmark
Stevens, E. F.	Librarian, Pratt Institute Free Library, Brooklyn, N. Y.	1	Technical books
Underhill, Caroline M. . . .	Librarian, Utica Public Library	1	Administration of the Utica Public Library
Van Laer, A. J. F. . . .	Archivist, N. Y. State Library	1	Manuscripts
Van Peyma, Charlotte J. . .	Assistant, reference section, N. Y. State Library	2	Local history and genealogy
Vitz, C. P. P.	Director's assistant, N. Y. State Library	1	Public Library of the District of Columbia
Welles, Jessie	Sup't, circulation, Carnegie Library, Pittsburg	4	Loan department of a large public library
Wire, G. E.	Librarian, Worcester County Law Library	1	Library housekeeping
Wood, Harriet A.	Librarian, Cedar Rapids (Ia.) Free Public Library	1	Administration of the Cedar Rapids Public Library

Attendance. During the 24th school year, which opened Wednesday, October 6, 1909, there was a total registration of 43 regularly matriculated students, 22 seniors, 20 juniors and 1 special student. 15 states and Norway were represented, New York leading with 18 representatives, followed by Wisconsin with 4, Iowa, 3, Connecticut, Minnesota, Nebraska, Ohio and Pennsylvania, 2 each and the remaining 7 states and Norway, 1 each. The senior class was the largest in the history of the school.

The 43 students were graduates of 24 different colleges, Cornell and Smith sending 5 each, the University of Wisconsin and Wellesley, 4 each, the University of Minnesota, 3, and Drake, Elmira, University of Nebraska and Vassar, 2 each. 14 students had library experience previous to entering the school, 2 had attended summer schools for library training and 1 was admitted to advanced standing on the basis of library experience and previous training in another library school.

The total number of students from outside the State was increased to 384. These have come from 32 other states and from Australia, Canada, England, Germany, Hawaii, Holland, Norway and Sweden.

List of students**Seniors. Class of 1910**

- Birge, Anna Grant, Madison, Wis. B.A. (Wisconsin University) 1906
- Blasl, Henrietta Marie, Riverhead, N.Y. B.A. (Wellesley College) 1908
- Callahan, Lilian Jeannette, Albany, N.Y. B.A. (Trinity College) 1908
- Coffin, Helen, Albany, N.Y. B.A. (Cornell University) 1906
- Colegrove, Mrs Mabel Eloise, Hamilton, N.Y. B.A. (Vassar College) 1882
- Cunningham, Jesse, Lincoln, Neb. B.A. (Nebraska University) 1906
- Dearborn, James Marshall, Brooklyn, N.Y. Ph.B. (Wesleyan University) 1902
- Firmin, Kate M., Minneapolis, Minn. B.A. (Minnesota University) 1908
- Fullerton, Pauline Valentine, New York city. B.A. (Smith College) 1905
- George, Lillian Mabelle, Kingston, R.I. B.S. (Rhode Island State College) 1899; B.A. (Illinois University) 1904
- Gilnack, Anna Belle, Rockville, Ct. B.A. (Mt Holyoke College) 1905
- Hill, Galen Wentworth, Gorham, Me. B.A. (Bowdoin College) 1904
- Holdridge, Kathreen, Rochester, N.Y. B.A. (Elmira College) 1908
- Joeckel, Carleton Bruns, Lake Mills, Wis. B.A. (Wisconsin University) 1908
- Kaiser, John Boynton, Cleveland, O. B.A. (Western Reserve University) 1908
- Long, Harriet Catherine, Madison, Neb. B.A. (Nebraska University) 1908
- Marquand, Fanny Elsie, Mt Vernon, N.Y. B.A. (Wellesley College) 1906
- Rhodes, Isabella Knox, Niagara Falls, N.Y. B.A. (Smith College) 1907
- Sherwood, Ethel Augusta, White Plains, N.Y. B.A. (Wellesley College) 1901
- Suter, Martha Winkley, Roxbury, N.Y. B.A. (Radcliffe College) 1901

Wakefield, Bertha, Sioux City, Ia. B.A. (Minnesota University)
1901

Warren, Ruth Evelyn, Townsend, Mass. B.A. (Wellesley College)
1908

Juniors. Class of 1911

Allen, Mrs Philip L., Troy, N.Y. B.L. (Wisconsin University)
1899

Baker, Mary Neikirk, Westerville, O. B.A. (Otterbein University)
1906

Bell, Margaret George, Minneapolis, Minn. B.A. (Minnesota University) 1905

Blehr, Marit, Kristiania, Norway. B.A. (Det kongelige norske Frederiks universitet. (Kristiania) 1897

Brown, Helen Dalton, Chicago, Ill. B.A. (Bryn Mawr College)
1909

Carter, Sylvester J., Council Bluffs, Ia. B.A. (Drake University)
1899

Chamberlayne, Ellen Florence, Pittsford, N.Y. B.P. (Syracuse University) 1887

Eliot, Ruth Forbes, New Haven, Ct. B.A. (Smith College) 1908

Evans, Magdalen, Madison, Wis. B.A. (Wisconsin University)
1904

Fordice, Frances Eldorado, Wis. B.A. (Ripon College) 1908

Gilbert, Gertrude Martha, Dorset, Vt. B.A. (Smith College) 1909

Leitch, Harriet Elizabeth, Edgewood Park, Pa. B.A. (Smith College) 1906

Miltimore, Louise Salisbury, Catskill, N.Y. B.A. (Cornell University) 1909

Scranton, Henriette, Sault Ste. Marie, Mich. B.A. (Vassar College) 1896

Stockham, Rae, Des Moines, Ia. Ph.B. (Drake University) 1907

Stronge, Lulu Allt, Albany, N.Y. B.A. (Cornell University) 1909

Tarr, Anna Minerva, Meadville, Pa. B.A. (Allegheny College)
1909

Topping, Elizabeth Russell, Salem, Or. B.A. (Cornell University)
1906

Vasbinder, Lida C., Lestershire, N.Y. B.A. (Elmira College) 1901

West, Josephine Ray, New York city. B.A. (Barnard College) 1909

Special Student

Lyon, Frances Dimmick, Port Jervis, N.Y. LL.B. (Cornell University) 1904

Staff instruction. Members of the staff of the New York State Library have the privilege of attending, as special students on their own time, any courses or specified parts of courses in the regular school, even though ineligible as regularly matriculated students. Seven staff members were registered for such work during the year. The subjects selected were bibliography, bookbinding, cataloguing, classification, indexing, printing, reference and selection of books.

Changes in courses of study

The principal changes in the courses of study, nearly all in the way of revision, are noted below.

Administration. The elementary course (administration of small libraries) included slightly more practice work in business methods than was required the previous year and the amount of required reading was somewhat increased.

In the advanced administration course, much of the work was given by visiting lecturers. A considerable degree of consistency and logical arrangement was obtained by selecting the lecturers with a view to their supplementing each other's lectures and by furnishing to them in advance suggestions as to the topics they were desired to discuss. The cordial coöperation of all of the lecturers in this plan made it possible to secure very satisfactory results. The course, which comprised the three broad classes of general administration, college and university libraries, and public libraries, included the following lecturers: [For specific subjects of visiting lecturers, *see* p. 7-8.]

General lectures

Miss Emma V. Baldwin (2 lectures)
Mr John Cotton Dana (1 lecture)
Mr William R. Eastman (4 lectures)
Mrs Salome Cutler Fairchild (1 lecture)
Dr G. E. Wire (1 lecture)

College and university libraries

Mr Willard Austen (2 lectures)
Mr James I. Wyer, Jr (3 lectures)

Public libraries

Mr W. H. Brett (1 lecture)
Miss Linda A. Eastman (2 lectures)
Dr Herbert Putnam (2 lectures)
Miss Caroline M. Underhill (1 lecture)

Mr Carl P. P. Vitz (1 lecture)
Miss Jessie Welles (4 lectures)
Miss Harriet A. Wood (1 lecture)

In addition to these lectures distinctly on administrative topics the usual amount of time was given to the administrative aspects of the subjects considered in the regular courses.

Bookbinding. More emphasis was put on the proper methods of binding and repairing popular books for public libraries and more practice was given in judging the best treatment of books of different kinds in different kinds of libraries. A demonstration of mending, and a discussion of approved bindings for public libraries, given by the chairman of the A.L.A. committee on binding, added to the interest and efficiency of the course. A small collection of typical binding materials and of representative modern bindings was constantly in use in demonstrating specific points raised in the classroom.

Cataloguing and classification. As announced in the report of the Library School for 1909 [p. 10], these two courses were thoroughly revised. The A.L.A. catalogue rules were adopted as the basis of instruction in place of the Library School rules. The pamphlet outlines of the old course were superseded by new stencils involving the use of many new books and additions to the Library School collection were made accordingly. Classification and subject headings were taught simultaneously, not as separate subjects. Although the new plan was begun under difficulties, the results obtained seem to justify the changes made. In the organization and revision of the course, Miss Bacon was ably assisted by Miss Isabella K. Rhodes of the class of 1910.

Order and accession work. This course also was thoroughly revised. New outlines and reading lists were prepared and the problem work modified to agree more closely with present methods of keeping library accounts and records.

Printing. More practice was given in proof reading and in the criticism of actual library publications. A small working collection of sample papers, type faces and representative samples of good and bad printing was used for illustrative purposes. A copy of Mr John Cotton Dana's *Materials of the printed book* was obtained for the school.

Practice work. The plan of requiring from juniors without previous experience, a minimum of 150 hours work in an approved library before admission to the senior class was continued with success. The coöperating libraries for 1910 were Chicago University,

Newberry Library (Chicago), New Haven (Ct.) Public Library and the Omaha (Neb.) Public Library.

[For detailed statements of recent changes in the practice work, see the Annual Reports of the School for 1908 (p. 9-10) and 1909 (p. 11-12)].

Law and legislative reference work. A special course in law and legislative reference work to include essentials of technic from the regular courses and special conferences and practice work in the Law library and Legislative reference section has been announced. The plans will be perfected during the coming year and details given in time to register applications for the school year 1911-12.

Annual library visit. The 19th annual library visit occurred April 26-May 9.

Thirty-eight students were in the party which was under the general charge of the Vice Director. The itinerary was planned so as to reduce to a minimum the necessary traveling time between libraries and to leave rather more time than usual for sight-seeing at the end of the trip. Not only was there greater punctuality in arriving at libraries on schedule time but the number of absences from scheduled visits was notably diminished.

As building operations were in progress at many of the Hartford libraries, that city was dropped from the itinerary and Northampton (Mass.) visited in its stead. The intended visit to the Simmons College Library School was omitted, the college being temporarily closed on account of an epidemic. In addition to the libraries in New England, visits were paid to the Gloversville (N.Y.) Free Library and to the Utica Public Library.

Heartly thanks for courtesies received are due the librarians and staffs of all the libraries visited. Special thanks for social entertainment are due to Mr A. L. Peck and the trustees of the Gloversville Free Library, to Mr and Mrs Robert K. Shaw of Worcester, Miss Abby L. Sargent of Medford (Mass.), Messrs C. C. Soule and F. W. Faxon of the Boston Book Company, Mrs C. R. Suter of Brookline (Mass.) and to Miss Caroline M. Underhill and the trustees of the Utica Public Library.

Following is the list of the libraries visited:

- Feb. 21 Gloversville Free Library
- Apr. 26 Forbes Library, Smith College Library
- Apr. 27 Springfield City Library Association, Clark University
Library
- Apr. 28 Worcester Free Public Library, Worcester County Law
Library, American Antiquarian Society

- Apr. 29 Boston Public Library, Medford Public Library
 Apr. 30 Boston Athenaeum, Brookline Public Library
 May 2 Harvard University Library, Riverside Press, Library
 Bureau
 May 3 Massachusetts State Library, Boston Book Company
 May 4 Providence Public Library, Providence Athenaeum, John
 Carter Brown Library, Brown University Library
 June 6 Utica Public Library

Original bibliographies. The following original bibliographies were submitted and approved during the past school year. More of them than usual were prepared on request.

Coffin, Helen. Index to New York State documents printed in the Senate and Assembly journals, 1777-1797

Firmin, K. M. The passion play at Oberammergau, 1840-1910

Gilnack, A. B. & Hill, G. W. Index to the reports of special legislative committees and investigating commissions under legislative appointment in the states of the United States since 1890

Joekel, C. B. General Nathaniel Greene

Kaiser, J. B. Contribution toward a check list of American statute law, being a bibliography of the session laws of Ohio and check lists of the session laws of Arizona Territory, California, Colorado, Dakota Territory, Idaho and Kansas

Long, H. C. The Pennsylvania-Germans; a reading list

Published in the *Pennsylvania-German*, August 1910 and issued separately as a reprint

Marquand, F. E. Modern opera

Rhodes, I. K. Outline and brief history of the elementary cataloguing course in the New York State Library School as revised in 1909-10, together with 39 stencils and model cards for 35 lists of books

Sherwood, E. A. Modern industrial education; a selected list

Wakefield, Bertha. The dramatization of the modern novel

Warren, R. E. Edward Everett Hale

Commencement. For administrative reasons no commencement exercises were held at the close of the school year. The omission was a temporary expedient, not a precedent, as experience has demonstrated the value of formal closing exercises as a means of securing satisfactory completion of the school work.

Degree of B.L.S. The degree of bachelor of library science was conferred upon the following persons: Helen Coffin 1908, Fanny E.

Marquand 1908, Isabella K. Rhodes 1909, and upon the following members of the class of 1910; Kate M. Firmin, Anna B. Gilnack, Galen W. Hill, Carleton B. Joeckel, John B. Kaiser, Harriet C. Long, Bertha Wakefield and Ruth E. Warren.

Since the beginning of the school, the total number of degrees conferred has been: Bachelor of Library Science, 139; Master of Library Science, 3.

Summer session

The 13th summer session, under the general charge of Miss Corinne Bacon, was held June 1–July 13. The space available for summer school students was so limited that only 30 applicants could be admitted. Eighteen of these came from 15 different libraries in New York State.

Instead of comprising one course covering six weeks, the work was divided into two distinct courses of three weeks each. Course A (June 1–21) was devoted entirely to government documents, reference work and bibliography. Course B (June 22–July 13) included cataloguing and subject headings, classification and shelving. In the absence of Miss Hawkins who had been scheduled for the course, Miss Zaidee Brown conducted the work in classification and book numbers, while Miss Jennie D. Fellows relieved Miss Bacon of the course in subject headings.

The division of the general course, while open to some criticism on the ground of occasional crowding, seemed on the whole to give good results in permitting the attendance for three weeks of several students who would have been unable to attend for the entire six weeks.

There were 32 lectures or class appointments in each short course, each of which required from 2 to 5 hours of study and practice from the students.

Following is a summary of the work:

COURSE A		
		Lectures
Bibliography	Mr Biscoe	12
Government documents	Mr Wyer	9
Reference	Mr Walter	11
		<hr/>
		32

COURSE B

Book numbers	Miss Brown	2
Cataloguing	Miss Bacon	10
Classification	Miss Brown	11
Shelflisting	Miss Bacon	1
Subject headings	Miss Fellows	8
		<hr/>
		32

Five students took only Course A; 8, only Course B and 17 remained for both courses. Certificates for one or both courses were granted on examination to 23 students. A list of those in attendance follows:

Courses A and B

Annis, Ima Marjorie, assistant, Saratoga Springs Public Library
 Barlow, Margaret Dickson, assistant, Cabanne branch, St Louis Public Library
 Barton, Natalie Hampton, assistant librarian, H. Sophie Newcomb Memorial College Library, New Orleans, La.
 Carhart, Charles Lyman, under appointment as librarian, Syrian Protestant College Library, Beirut, Syria
 Caswell, Wanda M., assistant, Elmhurst branch, Queens Borough Public Library
 Cooper, Mary E., assistant, Hamilton Fish Park branch, New York Public Library
 Emery, Cynthia M., librarian, Mount Kisco Public Library
 Gibson, Edith Dwight, assistant, 115th Street branch, New York Public Library
 Goeppinger, Eva Catherine, assistant librarian, South Norwalk (Ct.) Public Library
 Goerts, Anna, assistant, Cabanne branch, St Louis Public Library
 Jennings, Lou Lyon, acting assistant, Library of the Normal College of the City of New York
 Kinney, Grace E., assistant, Morrisania branch, New York Public Library
 Kraemer, Emma J., children's librarian, Niagara Falls Public Library
 Macfarlane, Florence Garth, first assistant, Astoria branch, Queens Borough Public Library
 Quigley, Margery Closey, assistant, Delivery stations department, St Louis Public Library
 Seymour, Helen Minturn, general assistant, Troy Public Library
 Woods, Catherine J., assistant, Niagara Falls Public Library.

Course A only

Bateman, Mrs Lillian May, assistant, Colgate University Library
Hills, Grace M., assistant, issue department, District of Columbia
Public Library, Washington, D.C.

Liebmann, Estelle Louise, junior assistant, Brownsville branch,
Brooklyn Public Library.

Oakley, Christina Van Alen, assistant, Newburgh Free Library
Sprague, William R., assistant librarian, Coast Artillery School Li-
brary, Fort Monroe, Va.

Course B only

Bryan, Edna Gladys, assistant librarian, Hobart College Library
Cassidy, Sarah R., assistant, Pruyn Library, Albany, N. Y.

Glen, Laura Clyde, cataloguer, Schenectady Public Library

Griswold, Grace Eunice, assistant, card section, Library of Con-
gress, Washington, D.C.

McNeal, Mrs E. Jennie, librarian, Lansing (Mich.) Public Library
Pingle, Grace librarian, Pine Hill Public Library, Albany, N. Y.

Wead, Fannie E., librarian, Canton Free Library

Woodbridge, Mrs Sarah H., assistant, Chatham Public Library

The alumni

Positions. Up to October 1, 1910, a total of 1823 library positions had been reported as filled by students of the school. Of these 708 have been in New York State, 1003 in 36 other states, 95 in the District of Columbia and 17 in six foreign countries (Australia, Burma, Canada, France, Norway, Scotland). Though these totals include all positions of which the school has learned, whether filled by its aid or not, it is probable that a considerable number of promotions or changes of positions have not been reported to the school and have, consequently, remained unrecorded.

For the benefit of both students and school, complete and accurate records are necessary. All former students are urged to notify the school promptly of all changes of position by whatever agency secured. This is of particular importance at this time since a new edition of the Register of the New York State Library School to supersede that of 1902 [Library School bulletin 11] is in preparation and will appear early in 1912.

In the following table of positions it is noticeable that promotions and appointments are not confined to any particular class or period of the school but that even long experience is no serious bar to further advancement as it is in some other lines of social service. From such information as has reached the school there seems in many cases to have been a marked increase in salaries both in the

case of promotions within the same library and in initial salaries paid in new positions.

Following is a list of the library positions reported as filled from October 1, 1909 to September 30, 1910.

Positions filled October 1, 1909-September 30, 1910

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1895		
Stanley, Harriet H.....	Assistant.....	United States Department of Agriculture Library, Wash- ington
1896		
Edwards, Ella M. (Mrs Dancy Ledbetter)	First assistant, Carnegie branch	West Cleveland Public Library
"	Librarian, Broadway branch.....	"
1897		
Hopkins, Julia A.....	Assistant librarian and instructor in library school	Drexel Institute, Philadelphia
Smith, Bessie S.....	Librarian, Carnegie West branch	Cleveland Public Library
Thorne, Elisabeth G.....	Instructor.....	Syracuse University Library School
1898		
Cook, William B.....	Assistant librarian.....	Brooklyn Law Library
1899		
Wood, Harriet A.....	In charge of work with schools....	Library Association, Portland Or.
1900		
Ashley, Frederick W.....	Head of order department.....	Library of Congress
Smith, Faith E.....	In charge of training class.....	Chicago Public Library
1901		
Mathews, Mary E.....	Librarian, De Kalb branch.....	Brooklyn Public Library
Vought, Sabra W.....	Assistant organizer.....	Ohio Board of Library Com- missioners, Columbus
1902		
Avery, Jessie R.....	Librarian.....	Patterson Library, Westfield, N. Y.
Whittier, Florence B.....	Assistant librarian.....	University of Missouri Library, Columbia
1903		
Bacon, Corinne.....	Chief, catalogue department.....	Newark (N. J.) Free Public Li- brary
Donnelly, June R.....	Director.....	Drexel Institute Library and Library School, Philadelphia
Groves, Charlotte E.....	Head classifier.....	University of Chicago Library
Patterson, Marian.....	In charge of stations and work with the blind	Carnegie Library, Pittsburg
1904		
Leupp, Harold L.....	Associate librarian.....	University of California Li- brary, Berkeley
McCollough, Ethel F.....	Instructor in library school and field visitor	Wisconsin Free Library Com- mission, Madison
Reed, Lois A.....	Assistant librarian.....	University of Rochester Li- brary
Whitbeck, Mrs Alice G.....	Librarian.....	Carnegie Library, Richmond, Cal.
1905		
Blanchard, Alice A.....	Chief, children's department.....	Seattle (Wash.) Public Library
Eaton, Annie T.....	Librarian, Pruyn branch.....	Albany (N. Y.) Public Library
"	Assistant librarian.....	University of Tennessee Li- brary, Knoxville
Frost, Elizabeth R.....	Assistant.....	Silas Bronson Library, Water- bury, Ct.
1906		
Knowlton, Julia C.....	First assistant, art department....	Newark (N. J.) Free Public Li- brary
Nelson, Peter.....	Assistant State archivist.....	New York State Library
O'Neill, Grace (Mrs Alfred Savage).....	Editing clerk, science division.....	United States Department of Agriculture Library, Wash- ington
1907		
Compton, Charles H.....	Chief, reference department.....	Seattle (Wash.) Public Library
Kildal, Arne.....	Librarian.....	Bergens offentlige bibliotek, Bergen, Norway

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1907		
King, Julia E.	Librarian, Office of Supervisor of lectures	Department of Education, New York city
"	Librarian.....	New Jersey State Normal School Library, Montclair
Merritt, Louisa F.	Assistant, serial department.....	Columbia University Library, New York city
Metz, Corinne A.	Librarian.....	Brumback Library, Van Wert, O.
Rider, A. Fremont....	Managing editor.....	Publishers' Weekly, New York city
1908		
Cooper, Isabella M.	Instructor, School of library science	Simmons College, Boston
Fay, Lucy E.	Librarian.....	University of Tennessee Library, Knoxville
Hooker, D. Ashley....	Assistant librarian.....	H. H. Franklin Manufacturing Company, Syracuse, N. Y.
Marquand, Fanny E.	Assistant, catalogue department....	Cleveland Public Library
Ross, Georgette.....	In charge of work with schools....	District of Columbia Public Library, Washington
Rush, Charles E.	Librarian.....	St Joseph (Mo.) Public Library
Smith, Fannie M.	Assistant librarian.....	Reuben McMillan Free Library, Youngstown, O.
1909		
Blanchard, Linn R.	Head cataloguer.....	Newberry Library, Chicago
Greenman, Edward D.	In charge of classification.....	United States Bureau of Education Library, Washington
Hardman, Elisabeth...	Assistant.....	Carnegie Free Library, McKeesport, Pa.
Hawks, Blanche L.	Second assistant to editor.....	A. L. A. Booklist, Madison, Wis.
Phipps, Gertrude E.	Assistant, catalogue division.....	Library of Congress
Rhodes, Isabella K.	Assistant, catalogue department....	Cleveland Public Library
Strong, George P.	Librarian.....	Western Reserve University Library, Cleveland, O.
Towner, Isabel L.	Cataloguer.....	United States Bureau of Education Library, Washington
1910		
Blasl, Henrietta M.	Assistant, catalogue division.....	Library of Congress
Colegrove, Mrs Mabel E	Librarian.....	Heermance Memorial Library, Cocksackie, N. Y.
Dearborn, James M.	Librarian.....	Boston University Library
Eno, Sara W.	Librarian.....	John B. Stetson University Library, De Land, Fla.
Firmin, Kate M.	Head, catalogue department.....	Tacoma (Wash.) Public Library
George, Lillian M.	Scientific assistant.....	United States Department of Agriculture Library, Washington
Gilnack, Anna B.	Assistant, legislative reference department	Connecticut State Library
Hill, Galen W.	Assistant, Law Library.....	New York State Library
Joeckel, Carleton B.	Assistant to director.....	St Louis Public Library
Kaiser, John B.	Assistant librarian.....	Texas State Library
Long, Harriet C.	Supervisor, county extension department	Santa Barbara (Cal.) Public Library
Lytle, Mary.....	Librarian.....	Sedalia (Mo.) Public Library
Suter, Martha W.	Assistant, book selection and annotation	New York State Library
Swartwout, Jessamine E.	Cataloguer.....	United States Bureau of Education Library, Washington
Wakefield, Bertha....	Head cataloguer.....	Vassar College Library, Poughkeepsie, N. Y.
1911		
Baker, Mary N.	Librarian.....	Elwood (Ind.) Public Library
Bell, Margaret G.	Librarian, Lyndale branch.....	Minneapolis Public Library
Blehr, Marit.....	Assistant, Tompkins Square branch	New York Public Library
Chamberlayne, Ellen F.	Children's librarian.....	Utica (N. Y.) Public Library
Gilbert, Gertrude M.	Assistant.....	United States Bureau of Education Library, Washington
Leitch, Harriet E.	Assistant, catalogue department....	Cleveland Public Library
Lyon, Frances D.	Sublibrarian, Law Library.....	New York State Library
Miltmore, Louise S.	Assistant, Aguilar branch.....	New York Public Library
Scranton, Henriette I.	Assistant.....	Vassar College Library, Poughkeepsie, N. Y.
Stockham, Rae.....	Librarian.....	Drake University Library, Des Moines, Ia.
Stronge, Lulu A.	Assistant, Aguilar branch.....	New York Public Library
West, Josephine R.	Assistant, Hamilton Fish Park branch	New York Public Library

In addition to the appointments listed in the preceding table the following temporary paid positions were filled during the period covered by this report.

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
¹⁸⁸⁹ Browne, Nina E.....	Secretary.....	Mass. Free P. L. Commission, Boston, Mass.
¹⁸⁹¹ Champlin, Eva St C....	Cataloguer, N. Y. State School of Agriculture	Alfred University, Alfred, N. Y.
¹⁸⁹³ Van Hovenberg, Alma R.....	Classifier and cataloguer.....	Catholic Girls College, New Rochelle, N. Y.
¹⁸⁹⁴ Hawes, Clara S.....	Cataloguer.....	Worcester (Mass.) Art Mu- seum Library
¹⁸⁹⁵ Briggs, Mary J.....	Editor, A. L. A. Subject headings	Buffalo (N. Y.) Public Library
¹⁸⁹⁶ Corwin, Euphemia K..	Instructor.....	Chautauqua Summer Library School
Curtis, Florence R....	Instructor.....	Indiana Summer Library School
¹⁸⁹⁷ Waterman, Lucy D....	Cataloguer.....	Syracuse (N. Y.) Public Li- brary
"	Acting librarian.....	Kingston (N. Y.) Public Li- brary
¹⁹⁰⁰ Mudge, Isadore G.....	Instructor, School of Library Sci- ence	Simmons College, Boston
¹⁹⁰³ Hepburn, William M..	Instructor.....	Indiana Summer School
Jenks, Edwin M.....	Acting librarian.....	United States Bureau of Stan- dards Library, Washington
¹⁹⁰⁴ Spafford, Martha E....	Cataloguer.....	Astoria (Or.) Public Library
¹⁹⁰⁵ Frost, Elizabeth R....	Acting librarian.....	Southbridge (Mass.) Public Li- brary
Wright, Rebecca W....	Instructor, Summer Library School	McGill University Library, Montreal
¹⁹⁰⁸ Cooper, Isabella M....	Cataloguer.....	E. P. Dutton & Co., New York city
Hart, Fanny.....	Cataloguer.....	The Indexers, New York city
Hooker, D. Ashley....	Cataloguer.....	U. S. Military Academy Li- brary, West Point, N. Y.
Kimball, Florence B..	Cataloguer.....	St Paul's School Library, Con- cord, N. H.
¹⁹⁰⁹ Blanchard, Linn R....	Cataloguer.....	Indiana State Library, In- dianapolis
Hardman, Elisabeth...	Acting librarian.....	North Adams (Mass.) Public Library
Phipps, Gertrude E....	Assistant.....	United States Department of Agriculture Library, Wash- ington
¹⁹¹⁰ Callahan, Lillian J....	Cataloguer.....	Dr Albert Vander Veer's pri- vate library, Albany, N. Y.
Kaiser, John B.....	Assistant, Law Library.....	New York State Library
Wakefield, Bertha....	Assistant, Educational extension division	New York State Library
¹⁹¹¹ Allen, Mrs Philip L....	Cataloguer.....	University of Chicago Library
Bell, Margaret G.....	Assistant.....	Newark (N. J.) Free Public Library
Fordice, Frances.....	Cataloguer.....	University of Chicago Library
Tarr, Anna M.....	Cataloguer.....	University of Chicago Library
Topping, Elizabeth R..	Assistant.....	Pendleton (Or.) Public Li- brary
"	Cataloguer.....	McMinnville (Or.) College Li- brary
Vasbinder, Lida C....	Cataloguer.....	Waterloo (N. Y.) Public Li- brary

Necrology. The only death among former students reported for the year was that of Miss Alice Bertha Kroeger, '91, librarian of the Drexel Institute Free Library and director of the Drexel Institute Library School, on October 31, 1909. Complete lists of deceased students will be found in the reports of the school for 1908 [p. 22] and 1909 [p. 22].

New York State Library School Association

The association held its annual business meeting at the Grand Hotel, Mackinac Island, on the evening of July 5. The meeting was preceded by a dinner at which 58 former students were present. The following officers were elected for 1910-11:

President, Judson Toll Jennings, '97, librarian, Public Library, Seattle, Wash.

First vice president, Malcolm Glenn Wyer, '03, B.A. M.L., B.L.S., librarian, University of Iowa, Iowa City, Ia.

Second vice president, Julia Steffa, '07, B.S. B.L.S., librarian, Pomona College, Claremont, Cal.

Secretary-treasurer, Bessie Sargeant Smith, '97, B.A. B.L.S., branch librarian, Carnegie West branch, Public Library, Cleveland, O.

Executive committee

The officers and Harold Lewis Leupp, '04, B.A., associate librarian, University of California; Ono M. Imhoff, '98, B.A., assistant, Legislative reference dep't, Free Library Commission, Madison, Wis.; June Richardson Donnelly, '03, B.S. B.L.S., director, Drexel Institute Library School, Philadelphia, Pa.

Advisory board

1910-11 Mary Letitia Jones B.L. B.L.S., librarian, Bryn Mawr College Library, Bryn Mawr, Pa.

1909-12 Edwin Hatfield Anderson, '92, M.A., assistant director, New York Public Library

1910-13 Arthur Lowe Bailey, '98, B.L.S., librarian, Wilmington Institute Free Library, Wilmington, Del., *chairman*

Two members of the advisory board, Miss Jones and Mr Bailey, visited the school May 26. In addition to inspecting the school both gave short talks urging the claims of the New York State Library School Association upon students past and present. During the year, Miss Isabel Ely Lord B.L.S., '97, resigned as a member of the committee and was succeeded by Mr Edwin H. Anderson, formerly di-

rector of the school. Miss Lord had served as secretary-treasurer of the association from 1898 to 1904 and since 1905 had been a member of the advisory committee.

Nearly all of the suggestions embodied in the report of the board for 1909 have been put in operation the past year. The association has decided to continue the student loan fund under the same conditions as before.

Notes and comments

23d anniversary. On January 5, 1910, the 23d anniversary of the founding of the school at Columbia University was informally celebrated in the school lecture room. The students acted as hosts and all faculty members and present and former students on the State Library staff were invited. Mr W. S. Biscoe who has been connected with the school since its beginning gave an interesting talk on the conditions of its early days.

Library meetings. During the year two general library meetings, which were largely attended by the students, were held in the capitol. For the first time in a number of years, a place on the program of the annual University Convocation was devoted to library interests. At the morning session of October 29, the topic "The library as a reinforcement of the school" was presented by W. Dawson Johnston of Columbia University Library and discussed by Miss Ida Mendenhall of the Geneseo (N.Y.) Normal School, Miss Mary E. Hall of the Brooklyn Girls High School and others. February 4-5, the eastern meeting of the League of Library Commissions was held in the capitol. Many of the students attended the sessions. As the Albany district round table, held under the auspices of the New York Library Association, occurred during the annual library visit only faculty members were able to attend but an exhibit of rare books prepared by Mr Biscoe for the meeting was examined with much interest by the students on their return.

Visit of Pratt Library School. The students of the Pratt Institute Library School, accompanied by the director, Miss Mary W. Plummer, visited the State Library and Library School, Saturday, March 26. The students and several of the faculty acted as guides in showing them the library and its work as far as the limited time permitted.

Proposed dormitory. Occasional suggestions have been made that board and rooms could be more cheaply and satisfactorily provided for the students by the establishment of a school dormitory. In order to determine the value of such suggestions, the students, early in 1910,

were asked to report on the prices they were paying for rooms and board and on their willingness to pay the prices estimated as necessary to start and sustain a dormitory.

Only 9 of the 39 replies indicated any considerable difficulty in getting satisfactory board and only 6 were willing to pay the increased cost necessary in a dormitory. The prices paid for board ranged from \$3.50 to \$6 per week with an average of \$4.10+. Room rent varied from \$1.50 to \$4.50 weekly with an average of \$2.48+. The minimum cost of both room and board was \$5; the maximum, \$10.50; and the average \$6.27. None of these average costs would be sufficient to maintain a satisfactory dormitory. The investigation showed that, in general, the students were well satisfied with their living conditions. The registrar personally inspects many of the places offering rooms or board and distributes annually a register of approved places. Beyond this, there seems no good reason at present for the school to assume further responsibility.

Training for special library work. The movement which is making the general public library a necessity in a progressive community has demonstrated to all classes the value of books and periodicals suited to their individual needs. This has promoted the establishment of special libraries or special departments in general libraries. No longer are working libraries largely confined to law, medicine, pedagogy and theology, but transportation systems, banks and other financial houses, scientific laboratories and industrial establishments of every kind are forming libraries for their own use and are putting in charge of these collections men and women whose sole duty is to administer these libraries effectively.

The establishment of the Special Libraries Association which brings together for the discussion of common problems representatives from libraries of a diversity ranging from public service commissions to chemical manufactories, indicates the interest which special librarians are feeling in their peculiar problems. The law librarians and the medical librarians have associations of their own. With increased interest will come greater efficiency and a more insistent demand for men and women of training and experience to fill new positions as they arise.

Along general lines, librarians should know the subjects included in their special collections. For instance, the librarian of a chemical laboratory must have some knowledge of chemistry and physics; the librarian of a law library must know about law and political science. Close specialization, however, is not always possible or even desirable. There is only a limited number of specialists who will go into library

work under present conditions. Moreover, the demands of even the special library are too wide to be covered by first-hand knowledge on the part of any one man. The railroad company needs information about the sociological and economic conditions of the territory it covers as well as the average life of a driving wheel or the best car-heating system. The very diversified types of libraries in the Special Libraries Association show that there is much in common in the administration of all libraries, while the discussions in the meetings of the association and the articles in its periodical *Special Libraries* show little that is fundamentally different from the practice of general libraries or the instruction of library schools.

The ideal combination is a technical training in some branch or related branches, a broad general education and library training or experience. This is the combination which many recent civil service examinations, state and federal, insist upon. Where this combination is not obtainable, chances have often favored the candidate with little special education but with library training as against the specialist without it. Within the past two years 8 positions in law or sociological libraries have been filled by students of the New York State Library School and more than 20 appointments have been made in libraries or departments of a technical character. Other similar positions, frequently paying good salaries, went by default on account of the lack of candidates. A casual examination of the school register shows over 30 libraries of a special character (other than school or college) in which our students have worked or are working.

Although minute subdivision of courses to meet the immediate needs of special libraries is inadvisable, a beginning of utilizing the opportunities at hand has been made. A course providing for special work in law and legislative libraries has been formulated and will be further developed during the year [see p. 13].

Though opportunities in special libraries (other than in cataloguing or clerical positions) seem better at present for men than for women, there is a growing demand for both men and women of suitable personality, education and training. From its practical character and its direct contact with men and industries, the special library should be a particularly attractive field for the young man of scientific or professional training to whom the bookish side of his profession appeals more strongly than its field work or its office routine.

INDEX

Accession work, 12

Administration, course in, 11

Alumni, 17-21

Anniversary, twenty-third, of school, 22

Attendance, 8

B.L.S. degree conferred, 14-15

Bibliographies submitted and approved, 14

Bookbinding, 12

Calendar, 1909-10, 4

Cataloguing, changes in course, 12

Classification, changes in course, 12
Commencement exercises not held, 14

Courses of study, changes in, 11-13

Degrees conferred, 14-15

Dormitory, proposed, 22

Examinations, 4

Faculty, 6-7

Juniors, number, 8; list, 10

Law and legislative reference work, 13

League of Library Commissions, eastern meetings, 22

Lecturers, 1909-10, 7-8

Library meetings, 22

Necrology, 21

New York State Library School Association, 21-22

Order work, 12

Positions filled, 17-20

Practice work, 12

Pratt Institute Library School, visit of, 22

Printing, 12

Proof reading, 12

Seniors, number, 8; list, 9-10

Special library work, training for, 23-24

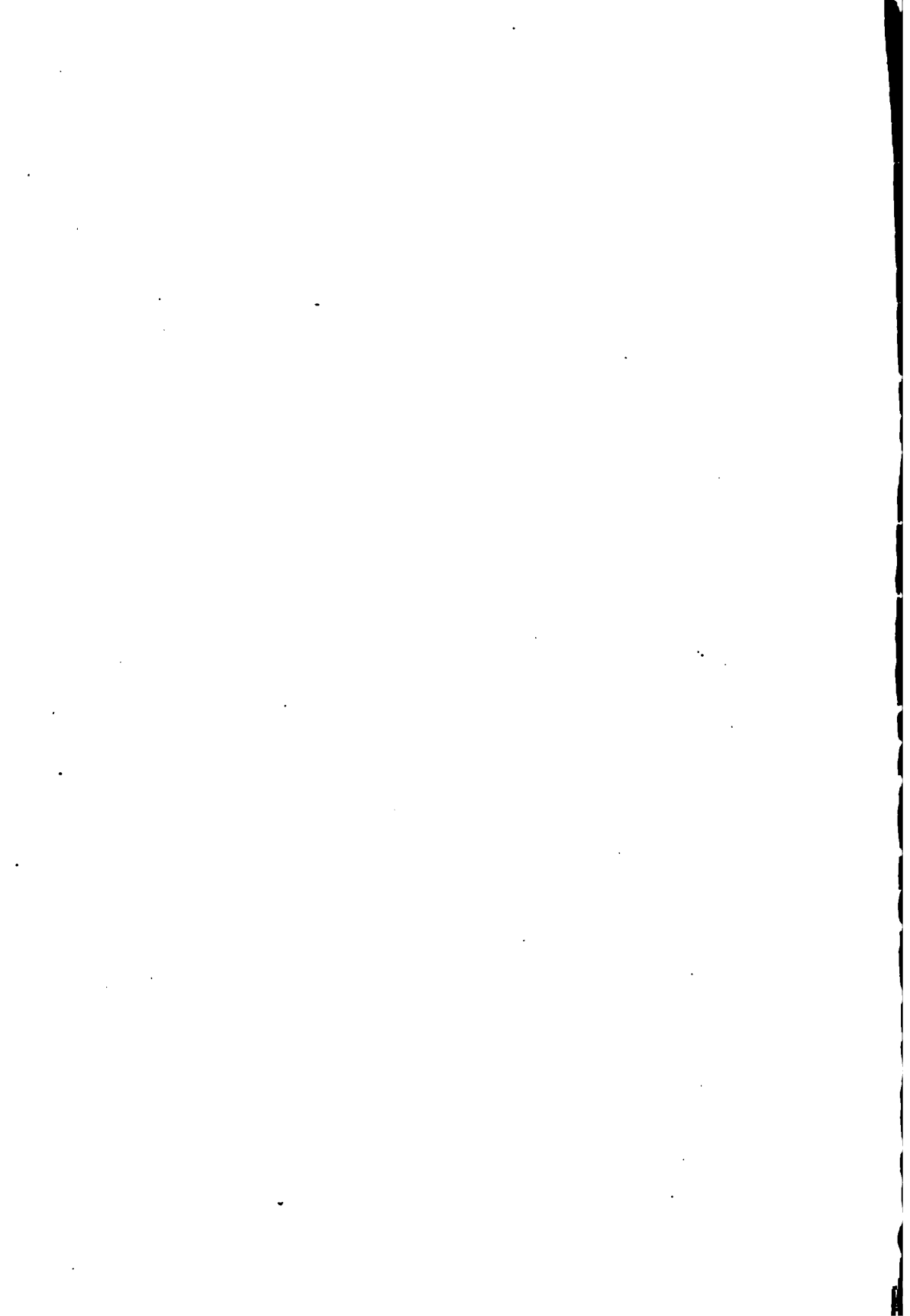
Staff instruction, 11

Students, classes, 8; colleges represented, 8; from other states and countries, 8; list, 9-10; necrology, 21; positions filled, 17-20; registered, 8; special, 10; states represented, 8; summer course, 16-17

Summer session, 15-17; students, 16-17

Training for special library work, 23-24

Visit to other libraries, 13-14



New York State Education Department

New York State Library

PARTIAL LIST OF PUBLICATIONS

Gaps in a series indicate that the numbers omitted are replaced by later editions or are for other reasons out of print. Bracketed prices indicate numbers nearly out of print.

ANNUAL REPORT 1819–date. All in print to 1892, *in paper*; 1893–date, *cloth*.

No reports published for 1820–23, 1842.

Director's report 1899 (108p.) 1900 (216p.) 1901 (84p.) 1902 (88p.) 1903 (182p.) 1904 (122p.) Statistical report 1905 (48p.) Director's report 1906 (52p.) 1907 (46p.) 1908 (66p.)

BULLETINS 1891–date. To advance subscribers 50c a year, excluding legislation.

Additions. **A1** General library, Oct. 1890. 204p. 25c.

List of additions (except law books) closely classed by subject, followed by author and minute alphabetic subject indexes.

A2 Subject index of law additions, Jan. 1, 1883–Dec. 31, 1893. 304p. 35c.

Includes 12,000 volumes and 600 pamphlets, with references to leading articles in 447 volumes of law periodicals. Important trials are entered under the subjects which they specially illustrate. Under "Constitutional conventions" is given the library's probably unequalled collection of journals, debates and documents of American constitutional conventions.

A3 General library. 854p. Sept. 1894. [\$1.50] boards.

See note to A1.

A4 Additions to medical division 1895. 132p. 15c.

A5 Subject index of law additions, Jan. 1, 1894–Dec. 31, 1903. 272p. 35c.

A6 Medical serials with bibliography of cerebro-spinal meningitis. Dec. 1905. 46p. 10c. *Superseded by Bb 47.*

Library School. **Ls2, 11** Register 1887–96 (50p. 5c.) 1887–1901 (80p. 15c.)

Ls3, 6, 8, 10, 14, 17, 18, 23, 24, 25, 27, 28, 29 Annual report 1898 (28p. il.) 1899 (30p.) 1900 (36p.) 1901 (28p.) 1902 (30p.) 1903 (30p.) 1904 (24p.) 1905 (32p.) 1906 (24p.) 1907 (26p.) 1908 (28p.) 1909 (28p.) 1910 (28p.)

Ls5 Selected subject bibliographies. 50p. Nov. 1899. 25c. *o. p.*

Ls12 Lecture outlines and problems 1. 66p. Oct. 1902. 15c.

Ls13 English cataloguing rules. 50p. Nov. 1902. 10c.

Ls15 Handbook of New York State Library School, including summer course and library handwriting. 68p. il. Oct. 1903. 15c. *o. p.*

Ls16 Material for course in reference study. 116p. Oct. 1903. 20c.

Ls19 Indexing. 72p. May 1905. 15c.

Ls20 Lecture outlines and problems 2. 104p. June 1905. 15c.

Ls21 United States government documents. 80p. Mar. 1906. 15c. *o. p.*

Ls22 Library building plans. 60p. Oct. 1906. 25c.

Ls26 Selected national bibliographies. 42p. Dec. 1908. 10c.

NEW YORK STATE LIBRARY BIBLIOGRAPHIES

Bibliography bulletins. Mostly original bibliographies presented by Library School students as a condition of graduation. Suggestions of subjects on which bibliographies or reading lists are specially needed and contributions of available material are invited. Bound volumes include numbers out of print except no. 5.

Volume 1, cloth \$1.50; unbound \$1.25

- Bb1** Guide to the study of J. A. M. Whistler. 16p. May 1895. 25c. *o. p.*
Bb2-4 Colonial New England; Travel in North America; History of the 17th century. 80p. July 1897. 15c.
Bb5 Reference books for use of cataloguers in finding full names. 22p. Jan. 1898. 5c. *o. p.* *Superseded by no. 36.*
Bb6-8 Japan; Venice; Out-of-door books. 64p. Feb. 1898. 10c.
Bb9-11 Netherlands; Renaissance art; History of latter half of 15th century. 128p. Apr. 1898. 15c.
Bb12 Best books of 1897. 28p. 25c. *o. p.*
Bb13 Fairy tales for children. 30p. June 1898. 25c. *o. p.*
Bb14 Index to subject bibliographies in library bulletins to Dec. 31, 1897. 62p. 10c.
Bb15-17 Russia; Nature study in primary schools; Biography of musicians. 150p. Jan. 1899. 15c. *o. p.*
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Bb19 College libraries in the United States. 52p. Dec. 1899. 10c.
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- Bb21** Best books of 1899. 28p. 5c.
Bb22 Domestic economy. 144p. Jan. 1901. 15c.
Bb23 Connecticut local history. 114p. Dec. 1900. 15c.
Bb24 New York colonial history. 274p. Feb. 1901. 35c.
Bb25 China and the Far East. 122p. Mar. 1901. 20c.
Bb26-27 Fröbel and the kindergarten; Reading list for children's librarians. 92p. May 1901. 15c. **Bb27** *separately* 5c.
Bb28 Maine local history. 148p. June 1901. 20c.
Bb29 Best books of 1900. 32p. 10c.
Bb30 Class list of a \$500 library recommended for schools. Ed. 3. 82p. July 1901. 15c.

Volume 3, cloth \$1.25; unbound \$1

- Bb31** Monopolies and trusts in America. 38p. Oct. 1901. 10c.
Bb32 Biography for young people. 60p. Nov. 1901. 15c.
Bb33 French government serials. 72p. Jan. 1902. 15c.
Bb34 Best books of 1901. 30p. 10c.
Bb35 Best books of 1902. 36p. 10c.
Bb36 Cataloguers reference books. 186p. Nov. 1903. 25c.
Bb37 Best books of 1903. 46p. 10c.
Bb38 Ethics. 36p. Apr. 1905. 10c.
Bb39 Best books of 1904. 46p. 10c.
Bb40 Best books of 1905. 44p. 10c. *o. p.*

Volume 4

- Bb41** Florence. 44p. Sept. 1906. 10c.
Bb42 Scotland. 36p. Apr. 1907. 10c.
Bb43 Best books of 1906. 48p. 10c.
Bb44 Best books of 1907. 56p. 10c.
Bb45 Best books of 1908. 50p. 10c.
Bb46 Translation and publication of Dutch records in the State Library. 28p. Jan. 1910. 10c.
Bb47 Medical serials with bibliography of medical jurisprudence. 156p. Feb. 1910. 25c.
Bb48 A tentative selection from the books of 1909. 62p. 15c.
Bb49 Best books of 1909. 56p. 10c.

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New York State Library

Library School 30

25th ANNUAL REPORT

OF

NEW YORK STATE LIBRARY SCHOOL

1911

	PAGE		PAGE
Calendar 1910-11.....	4	Alumni.....	18
Work of the year.....	5	Positions filled in 1910-11.....	19
Faculty.....	7	New York State Library School	
Lecturers 1910-11.....	8	Association.....	22
Attendance.....	9	Necrology.....	23
List of students 1910-11.....	10	Notes and comments.....	23
Staff instruction.....	11	Library meetings.....	23
Changes in courses of study.....	12	Quarters for 1911-12.....	23
Annual library visit.....	15	Future of the school.....	24
Original bibliographies.....	17	Publications.....	26
Degrees.....	17	Index.....	29
Summer session.....	17		

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Statistics, HIRAM C. CASE
Visual Instruction, ALFRED W. ABRAMS Ph.B.
Vocational Schools, ARTHUR D. DEAN B.S.

*New York State Library
Albany, November 8, 1911*

*Hon. A. S. Draper
Commissioner of Education*

DEAR SIR: I have the honor to present herewith, and to recommend for publication, the twenty-fifth annual report of the New York State Library School for the year ending September 30, 1911.

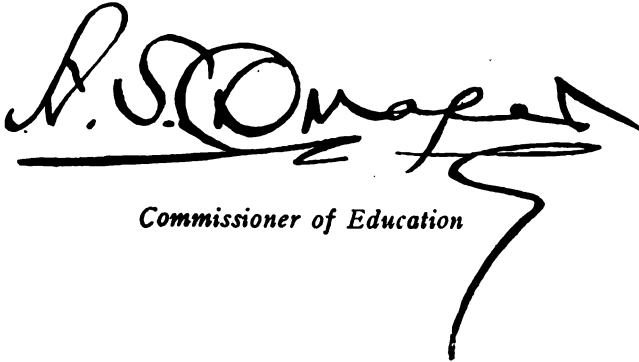
Very truly yours

J. I. WYER, JR

Director

STATE OF NEW YORK
EDUCATION DEPARTMENT
COMMISSIONER'S ROOM

Approved for publication this 10th day of November 1911

A large, stylized handwritten signature in black ink, appearing to read 'A. S. Draper'. The signature is written over a horizontal line and has a long, sweeping flourish extending downwards and to the right.

Commissioner of Education

CALENDAR 1910-11

1910		
October	3-4	Entrance examinations
"	5	School opened Wednesday a. m.
"	12	Columbus day, holiday, Wednesday
November	8	Election day, holiday, Tuesday
"	23-28	Thanksgiving recess, Wednesday noon to Monday p. m.
December	22	Christmas recess began Thursday p. m.
1911		
January	3	Christmas recess ended Tuesday p. m.
February	13	Lincoln's birthday, holiday, Monday
"	22	Washington's birthday, holiday, Wednesday
April	4-17	Visit to New York, Philadelphia and Washington libraries
May	30	Decoration day, holiday, Tuesday
June	23	School closed, Friday a. m.

Education Department Bulletin

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No. 507

ALBANY, N. Y.

NOVEMBER 15, 1911

New York State Library

Library School 30

25th ANNUAL REPORT OF THE NEW YORK STATE LIBRARY SCHOOL

FROM SEPTEMBER 30, 1910 TO SEPTEMBER 30, 1911

WORK OF THE YEAR

The most spectacular event of the past school year was the fire which on the morning of March 29th, 1911, destroyed the greater part of the west wing of the State Capitol, including the quarters of the State Library and the State Library School. Its effect on the school collections is well summarized in the following terse statement from the report of the Commissioner of Education to the Board of Regents of the University of the State of New York:

"Of all its administrative records and correspondence covering the twenty-five years of the school's life, its own bibliographic library of nearly 10,000 volumes, its unrivaled collection of pictures and plans of library buildings and of library fittings and appliances, not a vestige remains."

Fortunately for the school, the room from which the greatest number of books was saved was the State Library reference room and a very large proportion of the books which escaped the fire are books which will not only be of value to the new Library but which are immediately useful to the school as part of its working equipment. These include many standard reference works which are the basis of the courses in bibliography and reference.

On the afternoon of March 29th while the fire was still burning a faculty meeting was held at which it was determined to finish the school year in Albany in temporary quarters which had been provided for it in the State Normal College and a tentative schedule for the remainder of the year was agreed upon. On March 30th, after an interval of only twenty-four hours, lectures were resumed on regular schedule and continued without interruption until the close of the school year.

Of particular value in preventing undue discouragement on the part of either students or faculty were the offers of assistance and temporary quarters for the school which came at once by telegraph and letter. Buffalo, Columbia University and the New York Public Library offered aid and definite offers of quarters came from the Brooklyn Public Library, which offered the independent use of its resources for the calendar years 1911-12 if needed, the Gloversville (N. Y.) Public Library, Syracuse University, and the Utica Public Library.

The prompt action of the libraries of Albany, including the Young Men's Association Library, the Pruyn Library, the Albany High School Library, the State Normal College Library and the Library of the Catholic Union, provided at once the books for technical practice required to finish the year. Later investigation of probable resources and quarters for 1911-12 and the hearty cooperation of Commissioner Draper made it advisable to remain in Albany and await the completion of the quarters in the new Education Building.

In the two or three days immediately succeeding the fire the ingenuity and adaptability of every member of the faculty was called into service as practically nothing was left with which to conduct the various courses along former lines. Not only were the official school collections destroyed but the greater part of the personal professional collections of faculty and students shared a like fate. A few notebooks and manuals which had been taken home over night by unusually industrious students were all that was available, though a very generous immediate donation of library periodicals and other material from Miss Florence Woodworth permitted even some of the required professional reading to be resumed at once.

This lack of equipment was speedily supplied, at least in part. Fortunately the courses requiring the most books, such as classification, cataloging, reference, and bibliography, were either wholly or largely completed before the fire so that the year could be creditably finished with a much smaller supply of books than would have been required at any earlier date and it was possible to buy at once books needed in several of the courses then in progress. Inestimable service was rendered by a number of former students in forwarding at once their personal collections of professional material either as donations or loans. Among the earliest and largest contributions of the kind made directly to the school were those of Miss Elizabeth L. Foote, Mr Everett R. Perry, Miss Helen G. Sheldon, Miss Faith E. Smith, Miss Helen M. Thompson and Mr Joseph L. Wheeler. In addition to liberal donations of library publications, Mr

Joseph L. Harrison immediately sold to the State Library on very generous terms complete files of the *Library Journal*, *Public Libraries*, and the *Library* including many of the scarce volumes which could otherwise have been obtained only after considerable delay and inconvenience. Miss Corinne Bacon, Miss Fanny Hart, Mr Herbert Hirschberg and Miss Josephine West lent their collections indefinitely. As these contained the problems, outlines, and other material relating to the curriculum of the last few years of the school, they were of the greatest value in permitting the practical reproduction of nearly the entire course in outline. Very valuable help was also given by the Wisconsin Library School which, in addition to returning duplicate copies of material sent to it by the New York State Library School, lent the syllabuses and outlines of its own work. Through the kindness of Dr Herbert Putnam, Librarian of Congress, and his staff, the seniors completed their courses in subject bibliography and history of libraries and printing in the Library of Congress under the direction of Mr Biscoe.

A considerable number of other gifts have been made to the State Library by former students. These have all become available for school use.

While the disaster was temporarily staggering, the genuine sympathy and confidence in the lasting qualities of the school which were so generally shown have been very great aids in permitting the work to be reestablished at once on a good basis.

Mention must be made of the loyalty, adaptability and optimism shown by the student body. They met the changed conditions with cheerfulness, adapted themselves to them with intelligence and by their excellent spirit made it possible for the instructors to accomplish satisfactory results.

Even with all these mitigating circumstances, recovery from the effects of the fire would have been much slower and far less satisfactory without the personal interest shown by the Commissioner of Education and his active aid in the solution of many of the problems which arose from time to time.

More detailed mention of the work of the year follows.

FACULTY

James Ingersoll Wyer, Jr, M.L.S. (N.Y.) *Director*. Instructor in public documents, advanced reference work; lecturer on American libraries, 1906-

Frank Keller Walter M.A. (Haverford) B.L.S. (N.Y.) *Vice Director*. Instructor in elementary reference work, bookbinding, printing, expansive classification, seminar, elementary bibliography, 1908-

Florence Woodworth B.L.S. (N.Y.) *Director's assistant*. In charge of Library School collections and practice work, 1889-
 Walter Stanley Biscoe M.A. (Amherst) Instructor in bibliography, advanced classification, history of libraries and printing, 1887-
 Ada Alice Jones (Wellesley) *Secretary of the faculty*. Instructor in advanced cataloging, 1888-
 William Reed Eastman M.A. (Yale) M.L.S. (N.Y.) Instructor in library administration, library buildings, 1895-
 Martha Thorne Wheeler, Instructor in selection of books, indexing, 1895-
 Edna M. Sanderson B.A. (Wellesley) B.L.S. (N.Y.) *Registrar*, 1903-
 Katharine Dame B.A. (Boston Univ.) Graduate Pratt Institute Library School. Instructor in elementary cataloging, shelf and accession work, 1910-
 Jean Hawkins B.M. (Smith) B. L. S. (N.Y.) Instructor in classification 1910-

The brief courses in loan and order work were conducted by Mr Carl P. P. Vitz, Director's assistant and head of the order section of the State Library.

LECTURERS 1910-11

Aside from the faculty, the following 29 persons gave 67 lectures before the school. Most of the lectures formed integral parts of the regular courses:

LECTURER	POSITION	NO. LEC.	SUBJECT
Abrams, A. W.....	Chief, Division of Visual Instruction, N. Y. State Education Department	1	Visual instruction
Anderson, E. H.....	Assistant director, New York Public Library	2	Administration of the New York Public Library
Askew, Sarah B.....	Assistant librarian, New Jersey State Library	2	Work of the New Jersey library commission
Bacon, Corinne.....	Chief, Catalog department, Newark (N. J.) Free Public Library	1	Qualifications of loan department assistants
Bailey, A. L.....	Librarian, Wilmington Institute Free Library	1	Bookbinding for public libraries
Betteridge, Grace L...	In charge traveling libraries and study clubs, N. Y. State Library	1	New York State traveling libraries and study clubs
Bunnell, Ada.....	Sublibrarian (medicine) N. Y. State Library	1	Medical books and libraries
Chamberlain, Mary C.	Librarian for the blind, N.Y. State Library	1	Library work for the blind
Champlin, G. G.....	Sublibrarian (reference) N.Y. State Library	1	Patents
Colson, F. D.....	Law librarian, N. Y. State Library	1	Arrangement and use of law libraries
Crissey, Jane H.....	Assistant, Troy (N. Y.) Public Library	1	Law books for a popular library
Davis, Mary L.....	Librarian, Troy (N. Y.) Public Library	1	Book repairing
Hall, Mary E.....	Librarian, Girls High School Library, Brooklyn, N. Y.	2	Library administration
Hunt, Clara W.....	Supt., Children's dep't, Brooklyn Public Library	1	Purpose and scope of high school libraries
		4	Principles of book selection for children
		2	Essentials of administration in children's rooms

LECTURERS 1910-11 (*concluded*)

LECTURER	POSITION	NO. LEC.	SUBJECT
Jones, Mary L.....	Librarian, Bryn Mawr College Library	2	Administration of a college library
Keep, A. B.....	Instructor, New York University	1	Colonial libraries
Keogh, Andrew.....	Reference librarian, Yale University	1	Cataloging as a vocation
Legler, H. E.....	Librarian, Chicago Public Library	2	Administration of a large city library system
Lester, C. B.....	Legislative reference librarian, N. Y. State Library	1	Library ethics
Lyman, Edna.....	Advisory children's librarian, Iowa Library Commission	1	Legislative reference work
Lyon, Frances D.....	Sublibrarian (law), N. Y. State Library	3	Practical administration of children's work in the smaller libraries
Nelson, Peter.....	Assistant archivist, N. Y. State Library	1	Story-telling
Smith, Bessie S.....	Librarian, Carnegie West Branch Cleveland Public Library	4	Parliamentary law
Strohm, A. J.....	Librarian, Trenton (N. J.) Free Public Library	1	Manuscripts
Tyler, Alice S.....	Secretary, Iowa Library Commission	1	Branch libraries
Van Peyma, Charlotte J.	Assistant, reference section, N. Y. State Library	2	Administration of the Trenton Free Public Library
Vitz, C. P. P.....	Director's assistant, N. Y. State Library	2	Work of the Iowa Library Commission
Wellman, H. C.....	Librarian, Springfield (Mass.) City Library Association	2	Local history and genealogy
Williams, Sherman....	Institute conductor, N. Y. State Education Dep't	8	Order work
		10	Loan work
		2	Library advertising
		1	Schoolroom libraries

ATTENDANCE

The school year opened Wednesday, October 5, 1910 with a total registration of 41 students: 9 seniors, 31 juniors and 1 special student. New York had 12 representatives; Norway followed with 3; Iowa, Kentucky, Massachusetts, Minnesota, Ohio, Pennsylvania and Vermont sent 2 each, and 12 other states sent one each. The geographical distribution of the students was wider than usual, coming as they did from 20 states and from Norway. Two states, Kentucky and Louisiana, were first represented on the student list this year, thus increasing to 34 the number of states from which we have had students. Norway has now sent a total of 7 students to the school.

There was also wide distribution as regards the colleges from which the students came, a total of 28 being represented on the list of those granting a bachelor's degree. The largest number coming from any one college was 4 from Smith, which was followed by 3 each from the University of Christiania, Vassar and Wellesley, and 2 each from Chicago and Mount Holyoke. Four seniors, 11 juniors and 1 special student had been engaged in library work before entering the school,

3 had taken short library courses elsewhere, and 1 was admitted to the senior course because of his graduation from another library school and extended library experience subsequent to that graduation. Four were on leaves of absence and at the end of the school year returned to their former positions.

LIST OF STUDENTS

Seniors. Class of 1911

- Adams, Leta Emma, Lincoln, Neb. B.A. (Nebraska University) 1906
 Allen, Mrs Philip Loring, Troy, N.Y. B.L. (Wisconsin University) 1899
 Brown, Helen Dalton, Chicago, Ill. B.A. (Bryn Mawr College) 1909
 Carter, Sylvester J., Council Bluffs, Ia. B.A. (Drake University) 1899
 Cunningham, Jesse, Lincoln, Neb. B.A. (Nebraska University) 1906
 Eliot, Ruth Forbes, New Haven, Conn. B.A. (Smith College) 1908
 Fordice, Frances, Eldorado, Wis. B.A. (Ripon College) 1908
 Janvrin, Charles Edwin, Hampton Falls, N.H. Ph.B. (Chicago University) 1910
 Suter, Martha Winkley, Roxbury, N.Y. B.A. (Radcliffe College) 1901

Juniors. Class of 1912

- Allen, Amy, Troy, O. B.A. (Mt Holyoke College) 1907
 Louise Morse, Gardner, Mass. B.A. (Smith College) 1910
 Anderson, E. H. 1911, Saratoga Springs, N.Y. B.A. (Wells College)
 Askew, Sarah B. Assistant Jersey Sta. University) 1903
 Bacon, Corinne. Chief, Catalogue, Pa. B.A. (Vassar College) 1910
 Bailey, A. L. Newark (N. J.) Public Library, West Kisco, N.Y. B.A. (Vassar College)
 Betteridge, Grace L. Librarian, Wilmington, Delaware
 Bunnell, Ada. In charge traveling library and study clubs, N. Y. Yonville, N.Y. Ph.B. (Chicago State Library)
 Chamberlain, Mary C. Sublibrarian (medicine) N. Y. State Library
 Champlin, G. G. Librarian for the blind, N.Y. State Library
 Colson, F. D. Sublibrarian (reference) N.Y. State Library
 Crissey, Jane H. Law Librarian, N. Y. State Library
 Davis, Mary L. Assistant, Troy (N. Y.) Public Library
 Hall, Mary E. Librarian, Troy (N. Y.) Public Library
 Hunt, Clara W. Librarian, Girls High School Library, Brooklyn, N. Y.
 Supt. Children's dept., Brooklyn Public Library
- Ph.B. (Vermont University)
 1 Pa
 1 Arra. B.S. (Massachusetts Library)
 1 Law books
 1 Book repair. (Minnesota)
 2 Library administration
 1 Purpose and scope of high school libraries
 4 Principles of book selection for children
 2 Essentials of administration of children's rooms

- Johnsen, Marie Elizabeth, Drammen, Norway. B.A. (University of Christiania) 1899
- Jones, Mildred Katherine, Utica, N.Y. B.A. (Smith College) 1910
- Keator, Alfred Decker, Accord, N.Y. B.A. (Amherst College) 1910
- Kelly, Frances Hamerton, Pittsburgh, Pa. B.A. (Wellesley College) 1910
- Krausnick, Gertrude, St Louis, Mo. B.A. (Washington University) 1910
- Leonard, Miriam Louise, Minneapolis, Minn. B.A. (Wellesley College) 1910
- Lewis, Margaret MacDougall, Cohoes, N.Y. B.A. (Mt Holyoke College) 1910
- McCauley, Pauline, Morganfield, Ky. B.A. (Indiana University) 1910
- Matthews, Gertrude, Waco, Texas. Ph.B. (Baylor University) 1903
- Miller, Emily van Dorn, New Orleans, La. B.A. (H. Sophie Newcomb Memorial College) 1907
- Miller, Iowa Frances, Lancaster, O. Ph.B. (Otterbein University) 1898, M.A. 1905
- Potter, Mrs Elizabeth Florence (Gray), Oakland, Cal. Ph.B. (University of California) 1896
- Rawson, Fannie Castleman, Louisville, Ky. (Special)
- Rice, Paul North, Newton, Mass. B.A. (Wesleyan University) 1910
- Richardson, Mary Cleaves, Castine, Me. B.A. (Wellesley College) 1905
- Smith, Jessamine McClurkin, West Rutland, Vt. B.A. (Middlebury College) 1908
- Smith, Victor Alf Guerdrum, Christiania, Norway. M.A. (University of Christiania) 1909
- Tinkham, Mabel, Fort Wayne, Ind. B.A. (Ohio Wesleyan University) 1900
- Tompkins, Helen Wheeler, Poughkeepsie, N.Y. B.A. (Vassar College) 1910
- Wansboro, Helen Rose, Albany, N.Y. B.A. (Cornell University) 1910
- Watts, Blanche Viola, Sioux City, Ia. B.A. (Morningside College) 1908

Staff instruction. Four members of the staff of the New York State Library attended courses in the school. The subjects thus taken were bibliography, bookbinding, indexing and printing. Two others who had registered were prevented by the fire from attending the courses they had selected.

CHANGES IN COURSE OF STUDY

Administration. There was no important change in the general plan of the course. Following the practice of several years past, the lecturers were selected so as to cover the same general subjects but at the same time to avoid duplication of the lectures of the previous year. Mr Wyer covered most of the subjects in the elementary course which were treated in 1908-10 by Miss Zaidee M. Brown. Three seminar class periods were devoted to discussion and practice of business correspondence and four periods to lectures by Miss Frances Lyon on elementary parliamentary law, followed by a mock trustees meeting. Miss Mary L. Davis of the Troy (N.Y.) Public Library gave three lectures on essential library supplies and library housekeeping. Several lectures had to be omitted for the present on account of the radical changes in the schedule occasioned by the fire.

The general outline of the lectures in the advanced course follows. (For specific subjects of visiting lecturers, see pages 8-9.)

General administration

Mr William R. Eastman (4 lectures)

Mr James I. Wyer, Jr (1 lecture)

Mr Hiller C. Wellman (2 lectures)

Colleges and university libraries

Mr Andrew Keogh (1 lecture)

Miss Mary L. Jones (2 lectures)

Mr James I. Wyer, Jr (3 lectures)

Public libraries

Mr Edwin H. Anderson (2 lectures)

Mr Henry E. Legler (2 lectures)

Miss Bessie S. Smith (1 lecture)

Mr Adam J. Strohm (1 lecture)

Bookbinding. Though the course began two days after the fire with absolutely nothing in the way of equipment, it was possible, through the prompt cooperation of the State Library in purchasing manuals and books to illustrate styles of binding and through the generosity of several leading bookbinders, to reassemble a working collection somewhat superior to that which was used before the fire. The usual practice in simple sewing and forwarding was given and a period of practice in simple mending and repairing was given at the Troy Public Library by Miss Jane H. Crissey. Mr A. L. Bailey, chairman of the A.L.A. committee on binding, again lectured on approved bindings for public library books.

Cataloging and classification. The course in cataloging was separated from that in classification with which it had been joined the previous year. Some minor changes in content and method were made. Increased emphasis was laid on the ordering and use of Library of Congress catalog cards in public libraries.

The course in classification was conducted by Miss Hawkins.

Order and accession work. This was conducted jointly by Miss Dame, who gave the lectures and problems on accession work, and by Mr Vitz, who gave those on order work. The lectures on order work were entirely reconstructed though agreeing in general outline with the instruction given in former years.

Printing. This course, like that on binding, was begun just after the fire without a particle of illustrative material or a scrap of lecture notes. The usual visit to the plant of the J. B. Lyon Co. and the intervention of the library visit permitted the acquisition of an adequate collection of reference and illustrative material.

Law and legislative reference work. This course is postponed until 1912-13 on account of the fire. By that time the equipment of these two sections will be well under way and the opportunities for practice will be numerous. A good law library is essential for the use of the courts and the qualified student will find plenty of chances for constructive work of value to the bar and the courts. The library has already acquired an excellent set of New York State documents and currently receives those of all the other states, while its new set of Government documents received through the kindness of the Superintendent of Documents ranks among the best in the country.

Library and the community. This course which was suggested by the advisory committee of the alumni is announced as a senior elective in 1911-12. Its purpose is described in the following extract from the circular:

A credit of 200-300 hours will be given to any student making an approved study of the library work and possibilities of a definite city or other community. The topography, population, political, financial, industrial and other social conditions will be considered in their relation to actual and potential library work in the community. The results of the study must be submitted in thesis form and must be approved by the director, the vice director and such other persons as they may select. The vice director will suggest suitable communities and will confer from time to time with the students electing the course. Each student will be required either to take this course or to compile an original bibliography.

This study should furnish valuable training, especially to those students whose tastes and aptitudes lie along the line of administrative rather than bibliographic work. The inclusion of this course has met the approval of many of our most successful former students.

Loan work. Though planned on the same general lines as before, the course was considerably changed. Instruction was centered on the Newark, Browne and Columbia systems and the older systems, whose interest is largely historical, were treated only incidentally. A rather unusual amount of illustrative material in the shape of blanks and forms in use in different libraries was secured on the annual library visit.

Notes and samples. The wisdom of this part of the curriculum was fully justified by the aid received from the "notes and samples" collections lent and given by former students (see pages 6-7). Not only did they help the faculty in reconstructing their work but the reproduced material was used largely in replacing personal collections lost by the students. Special mention should be made of Miss Ada Alice Jones's presentation to each member of the senior cataloging course of a full duplicate set of notes, model cards, and outlines of her course.

From the donated collections a very fair basis for a new technical collection has been made. Even the documentary history which included all official blanks, stencils, circulars etc., since the founding of the school has been restored in considerable degree from the material collected while the donors were students here.

The collections presented for final inspection by this year's students were of necessity rather fragmentary but, through the generosity of libraries visited on the trip and the contributions of other friends it was possible for each student to reassemble a fairly representative collection of illustrative material.

The *Inland Printer's* traveling exhibit of the work of the International Typographical Union course in printing was also at the service of the students for two weeks as additional illustrative aid.

Practice work. Through the courtesy of the State Normal College and the Young Women's Christian Association the students aided in the reorganization of the libraries of these two institutions so that, despite the destruction of the State Library, the opportunities for practice work were thoroughly practical and quite sufficient for the students' needs. The work in these two libraries was under the general charge of Miss Fellows.

Bibliographic practice for the seniors was obtained in the preparation of study club programs for the Division of Educational Extension and in special work at the Library of Congress and other libraries.

Inasmuch as the reorganization of the State Library will not be sufficiently progressed to admit of much of the detailed practice work formerly given in the State Library, one month of practice in some outside library will be required during the early spring in addition to such practice as may be obtained during the year under Miss Woodworth's direction in the State Library and the libraries of Albany. A considerable number of excellent libraries have consented to cooperate in this matter of practice work.

Under the new plan no summer practice will be required from juniors in the summer of 1912. The following libraries afforded practice this summer (1911) to such juniors as had not been excused from it on the basis of previous library experience: Chicago Public Library, Kingston (N.Y.) City Library, La Crosse (Wis.) Public Library, Library of Congress, Minneapolis Public Library, Nutley (N.J.) Public Library, Pruyn Library (Albany, N.Y.), Carnegie Library, Pittsburgh (Pa.), Pember Library (Granville, N.Y.), Troy (N.Y.) Public Library, Y.M.A. Library (Albany, N.Y.), Utica (N.Y.) Public Library, Washington University Library (St Louis, Mo.).

Seminar. To permit some changes in the elementary administration course seven seminar periods were devoted to topics primarily administrative in nature. Four of these were devoted to a discussion of the elements of parliamentary law by Miss Frances D. Lyon of the law library staff, who is also a member of the New York bar. Emphasis was laid on the points most likely to arise in trustees' meetings and some practice in presiding was given in a joint trustees' meeting and in several subsequent seminar periods. Three periods were given to a discussion of the principles underlying business correspondence and some practice given in drafting replies to actual letters received by the school. This practice will probably be increased in amount during the coming year.

Four periods of the senior seminar including problems and informal discussions were taken up with general subjects of work with schools and instruction in library methods for teachers and high school pupils. Two lectures, one by Miss Mary E. Hall, librarian of the Brooklyn Girls High School, and one by Mr Sherman Williams, former superintendent of the Glens Falls (N.Y.) schools, added to the instruction given along this line.

Annual library visit. Although scheduled for April 25th to May 8th, the annual library visit was made April 4-17. This change, which was made possible only by the cordial cooperation of the libra-

ries visited and by the readiness with which the students adjusted their personal arrangements, afforded an opportunity to furnish and arrange the temporary quarters in the State Normal College.

Valuable as this feature of the course has proved in the past, it was particularly beneficial this year. By no means the least of the benefits derived was the confidence inspired by the interest in and the sympathy for the school shown everywhere on the visit. This interest and sympathy were manifested not only verbally but in the very practical form of well-selected gifts of administrative blanks and library publications for the personal collections of the students as well as for the school files.

Libraries in New York, Philadelphia, Washington and their vicinities were visited. A new feature was introduced by setting apart one afternoon for group visits to a number of libraries of varying types. As each student selected the kind of library in which he was most interested, this proved one of the most valuable parts of the entire trip.

A brief schedule of the libraries visited follows:

- April 5 Newark Free Public Library; New York Public Library: Chatham Square and Seward Park branches.
- April 6 Brooklyn Public Library; Pratt Institute Library and Library School.
- April 7 Columbia University Library; Group visits to the following libraries: New York Public Library: 115th Street and Tompkins Square branches; College of the City of New York; New York University; Brooklyn Training School for Teachers; Queens Borough Public Library.
- April 8 Library of the Engineering Societies.
- April 10 Trenton Free Public Library; Free Library of Philadelphia: Central, Josephine Widener and Spring Garden branches.
- April 11 Drexel Institute Library; Philadelphia Free Library: 40th Street branch; University of Pennsylvania Library; Bryn Mawr College Library.
- April 12 Library of Congress.
- April 13 Public Documents Library; District of Columbia Public Library.
- April 14 Army Museum and Library; Department of Agriculture Library.

The heartiest thanks for the cordial treatment received and the opportunities afforded to observe in detail the work of the libraries are due to the librarian and staff of every library visited. Special thanks for social entertainment are due to the staff of the Seward

Park branch of the New York Public Library, the Pratt Institute Library and Library School, the Trenton Free Library and the New Jersey Library Commission, the Drexel Institute Library School, and Miss Mary L. Jones of the Bryn Mawr College Library; and to the District of Columbia Library Association for a meeting and reception at which the Drexel Institute and the New York State Library Schools were the guests of the association.

Original bibliographies. One of the heaviest personal losses of the senior class was the destruction of their original bibliographies, many of which were practically finished. Fortunately, on account of the progress reports required during the year, it was possible to make a fair estimate of the work done and to make other arrangements for the completion of the required amount of work. The final lists submitted were of necessity much briefer than would be the case under normal conditions. The lists as submitted were as follows.

Adams, Leta E. Dictionary catalog of pictures for schools and small libraries. Pt 1: Italian paintings.

Allen, Mrs Philip L., Carter, Sylvester J., and Brown, Helen D. Sir Arthur Pinero; plays and criticisms of his works.

Eliot, Ruth F. Henry Arthur Jones; plays and criticisms of his works.

These two lists will be incorporated in the revised edition of *Modern dramatists* (Boston Book Co. 1911)

Fordice, Frances. Women in trades, professions, industries and labor legislation; a selected list.

Janvrin, C. E. Literature relating to the blind.

A considerable number of the manuscript bibliographies approved in previous years were saved in fair condition and will be available later for reference in the new quarters of the State Library.

Degrees. The degree of bachelor of library science was conferred during the year upon the following persons: Florence Rising Curtis, 1898; Edna May Sanderson, 1901; Asa Wynkoop, 1906; Mrs Mabel Eloise Colegrove, and Lillian Mabelle George, 1910; and the following members of the class of 1911: Leta Emma Adams, Mrs Philip Loring Allen, Helen Dalton Brown, Sylvester J. Carter, Ruth Forbes Eliot, Frances Fordice, Charles Edwin Janvrin.

The total number of degrees conferred by the school to October 1, 1911, is: bachelor of library science, 151; master of library science, 3.

SUMMER SESSION

Owing to the temporary lack of room and equipment, it was impracticable to hold any summer school this year. It is hoped that the general course announced for 1911 may be given in 1912 instead.

An attempt was made in the preliminary announcements of the course to interest the school librarians of the State in attending the summer school. The acting chief of the School Libraries Division sent to each city superintendent of the State a circular of the course with a letter calling attention to the necessity of better methods in conducting school libraries. Though this cooperation between the school and the School Libraries Division was nullified by the postponement of the course, it is hoped that a similar effort to extend the benefits of the school to the teachers of the State may be made next year.

THE ALUMNI

During the past school year 98 positions filled by former students have been reported to the school, bringing the total number up to 1921. The number filled in New York State has increased to 736; 97 have been filled in the District of Columbia; 1061 in 36 other states. The number filled in foreign countries remains the same, 17. These figures include changes of position within the same library as well as changes in location.

It is probable that other positions have not been reported and that still others, noted in the records which were burned, have been overlooked in reconstructing these records. The school will be grateful for notices of any such omissions.

There has been a slight increase during the past year in the average salary paid both to graduates and to first-year students and the demand for assistants trained in the school has considerably exceeded the available supply. In spite of a marked indisposition on the part of the students to accept beginning salaries as low as those sometimes considered in former years, there has been no unusual delay in securing satisfactory positions.

The copy for the revised register of the school is in preparation and the aid of every former student is requested to make it as accurate and complete as possible. As all the former records are gone, a full and accurate record of each student is important as a guide to prospective employers of former students as well as for its value as an historic record. To avoid misunderstanding it may be repeated that what is desired is a complete professional record of every one who has ever been a student in the school, not merely a list of positions which the school authorities have been of direct or indirect aid in securing.

A list of the library positions reported as filled from October 1, 1910, to September 30, 1911, follows:

Positions filled October 1, 1910–September 30, 1911

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1888 Plummer, Mary W....	Principal.....	New York Public Library School
1892 Foote, Elizabeth L....	Librarian in charge, 125th St. branch	New York Public Library
1893 Rathbone, Josephine A. Sutliff, Mary L.....	Assistant director..... Instructor.....	Pratt Institute School of Library Science, Brooklyn New York Public Library School
1894 Hawes, Clara S.....	Librarian.....	Y. M. C. A. Training School Library, Springfield, Mass.
1897 Waterman, Lucy D....	Cataloger.....	Carnegie Library, Pittsburgh
1900 Mudge, Isadore G....	Reference librarian.....	Columbia University Library, New York City
1901 Hall, Drew B.....	Librarian.....	Somerville (Mass.) Public Li- brary
Maltbie, Anne L.....	Assistant.....	Columbia University Library, New York City
1902 Lamb, Eliza.....	Cataloger.....	Coast Artillery School Library, Fortress Monroe, Va.
1903 Brown, Zaidee M.....	Agent.....	Massachusetts Free Public Li- brary Commission, Boston
McCurdy, Robert M....	Librarian.....	Young Men's Mercantile Library Association, Cincinnati
Perry, Everett R.....	Chief, information department..... Librarian.....	New York Public Library Los Angeles Public Library
1904 Dunham, Mary E....	Librarian.....	Iowa State Teachers College, Cedar Falls
Rose, Ernestine.....	Registrar and instructor.....	New York Public Library School
McKay, Mabel.....	Librarian.....	Pruyn Library, Young Men's Association, Albany
1905 Hyde, Sophie.....	Order librarian.....	University of Minnesota Library, Minneapolis
Mitchell, Sydney B....	Chief, order department.....	California University Library, Berkeley
Nerney, May C.....	Assistant.....	California State Library, Sacra- mento
Wright, Rebecca W....	Secretary.....	Vermont Free Library Commis- sion, Montpelier
1906 Dinsmoor, Kate E....	Head cataloger.....	Kansas State Library
1907 Coulter, Edith J. M....	Senior assistant, reference department	California University Library, Berkeley
Hadley, Chalmers.....	Librarian.....	Denver Public Library
Hemans, Ida M.....	Librarian.....	State Normal School Library, Geneseo, N. Y.
1908 Joslyn, Rosamond....	Librarian.....	High School Library, Jamaica, L. I.
Moore, Dora P.....	Librarian's assistant.....	Colgate University Library, Hamilton, N. Y.
Smith, Elizabeth M....	First assistant, order section.....	New York State Library
1909 Adams, Leta E.....	Head cataloger.....	University of Missouri Library, Columbia
Blair, Irene E.....	Reference assistant.....	University of Texas Library, Austin
Hardman, Elizabeth....	Librarian, Whitestone branch.....	Queens Borough Public Library
Rhodes, Isabella K....	Assistant, reference section.....	New York State Library
Wheeler, Joseph L....	Librarian.....	Jacksonville (Fla.) Public Li- brary

Positions filed October 1, 1910–September 30, 1911 (continued)

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1910		
Arnett, Lonna D.	Librarian.....	University of West Virginia Li- brary, Morgantown
Callahan, Lilian J.	Assistant, Division of Educational Extension	New York State Library
Cunningham, Jesse.....	Assistant to director.....	St Louis Public Library
Fullerton, Pauline V.	Assistant, information department...	New York Public Library
George, Lillian M.	Head classifier and cataloger.....	Purdue University Library, La- fayette, Ind.
Hill, Galen W.	Librarian.....	Millicent Library, Fairhaven, Mass.
Holdridge, Kathreen....	Cataloger.....	Carnegie Library, Homestead Pa.
Joeckel, Carleton B.	Assistant reference librarian.....	Iowa State College, Ames
Kaiser, John B.	Departmental librarian, Economics and sociology	University of California Library, Berkeley
Sherwood, Ethel A. (Mrs Paul Bucher)	Assistant.....	University of Illinois Library, Urbana
Wakefield, Bertha.....	Head cataloger.....	United States Department of Agriculture Library, Wash- ington
		Seattle Public Library
1911		
Blehr, Marit.....	Assistant, central children's depart- ment	New York Public Library
Brown, Helen D.	Assistant cataloger.....	John Crerar Library, Chicago
Carter, Sylvester J.	Senior assistant in charge of reference work	Milwaukee Public Library
Eliot, Ruth F.	Assistant cataloger.....	University of Minnesota Library, Minneapolis
Gilbert, Gertrude M.	Cataloger.....	United States Department of Agriculture Library, Wash- ington
Leitch, Harriet E.	Librarian, Edgewater subbranch....	Cleveland Public Library
Stronge, Lulu A.	Assistant, legal department.....	American Telephone and Tele- graph Company, New York City
Tarr, Anna M.	Librarian.....	Clinton (Ia.) Public Library
Topping, Elizabeth R.	Assistant.....	Library Association, Portland, Ore.
West, Josephine R.	Assistant, central circulation depart- ment	New York Public Library
1912		
Bailev, Louise M.	Cataloger.....	Connecticut State Library
Benedict, Georgia.....	Assistant.....	New York State Library
Carnegie, Elza K.	Assistant.....	Carnegie Library, Pittsburgh
Enright, Daisy M.	Librarian.....	Nutley (N. J.) Public Library
Gamble, William B.	Chief, technology division.....	New York Public Library
Hamilton, William J.	In charge of useful arts department...	Minneapolis Public Library
Johnsen, Marie E.	Assistant, catalog department.....	Cleveland Public Library
Jones, Mildred K.	Assistant.....	Utica (N. Y.) Public Library
Kelly, Frances H.	Assistant, loan department.....	Carnegie Library, Pittsburgh
Krausnick, Gertrude....	Assistant.....	Washington University Library, St Louis
Leonard, Miriam E.	Assistant cataloger.....	Minneapolis Public Library
McCauley, Pauline.....	First assistant, Wylie Avenue branch	Carnegie Library, Pittsburgh
Matthews, Gertrude....	Librarian.....	Waco (Tex.) Public Library
Miller, Emily V. D.	Children's librarian, Walker branch.	Minneapolis Public Library
Rawson, Fannie C. (special student)	Secretary.....	Kentucky Library Commission, Frankfort
Rice, Paul N.	Assistant, reference department.....	Ohio State University Library, Columbus
Richardson, Mary C.	Librarian.....	Eastern State Normal School Library, Castine, Me.
Tinkham, Mabel.....	Cataloger and reference librarian....	Gary (Ind.) Public Library
Tompkins, Helen W.	Assistant.....	New York State Library School
Watts, Blanche V.	Librarian.....	Morningside College Library, Sioux City, Ia.

¹On leave of absence, 1910–11. Returned to former position at end of school year.

Temporary positions

CLASS AND NAME	POSITION	INSTITUTION AND PLACE (unless implied)
1894 Bullock, Edna D.	Organizer.....	Muskogee (Okla.) Public Libr y
1896 Curtis, Florence R.	Instructor, Indiana Summer Library School	Earlham College, Richmond
1897 Hopkins, Julia A.	Instructor, Summer Library course..	Pennsylvania Free Library Com- mission, State College
Smith, Bessie S.	Acting director.....	Western Reserve University Li- brary School, Cleveland
1900 Mudge, Isadore G.	Editor, annual supplements and five yearly consolidation of Kroeger's Guide to the Study and Use of Ref- erence Books	
1901 Vought, Sabra W.	Instructor, Summer Library School..	Chautauqua, N. Y.
1903 Blunt, Florence T.	Instructor, Summer Library.....	Simmons College, Boston
Hepburn, William M.	Instructor, Indiana Summer Library School	Earlham College, Richmond
1904 Mumford, Rosalie.	Cataloger.....	Theological Seminary Library, Rochester, N. Y.
"	Cataloger.....	Louisville Free Public Library
Peck, Harriet R.	Instructor in charge, Summer Library course	Simmons College, Boston
1905 Wright, Rebecca W.	Cataloger.....	Kellogg-Hubbard Library, Mont- pelier, Vt.
1908 Hart, Fanny.	Cataloger.....	Private library, New York City
Hooker, D. Ashley.	Cataloger.....	U. S. Military Academy Library, West Point, N. Y.
Kimball, Florence B. ...	Cataloger.....	Kellogg-Hubbard Library, Mont- pelier, Vt.
Shaver, Mary M.	Cataloger.....	Vassar College Library, Pough- keepsie, N. Y.
1909 Hardman, Elisabeth. ...	Cataloger.....	Waterloo (N. Y.) Public Library
1911 Fordice, Frances.	Cataloger.....	Mr F. Ambrose Clark's private library, Cooperstown, N. Y.
"	Organizer.....	St Albans (Vt.) Public Library
Janvrin, Charles E.	Cataloger.....	Dr E. M. Stanton's private li- brary, Schenectady, N. Y.
Topping, Elizabeth R. ..	Assistant in charge of debate libraries	Oregon Library Commission, Salem
1912 Bailey, Louise M.	Cataloger.....	Connecticut State Library
Keator, Alfred D.	Summer assistant.....	Newark (N. J.) Free Public Li- brary
Lewis, Margaret M.	Cataloger.....	Bishop William Croswell Doane's private library, Albany, N. Y.

New York State Library School Association. At a meeting held at the Hotel Maryland, May 23, 1911, during the Pasadena meeting of the American Library Association the following officers were elected:

President, William Murray Hepburn '03. Librarian, Purdue University, Lafayette, Ind.

1st Vice President, Anna Redfield Phelps '01. Library organizer, New York State Library

2d Vice President, Harold Lewis Leupp '04. Associate librarian, University of California, Berkeley, Cal.

Secretary-treasurer, Bessie Sargeant Smith '97. Librarian, Carnegie West Branch, Cleveland (O.) Public Library

Member of advisory board, 1911-14, Mary Letitia Jones '92. Librarian, Bryn Mawr College, Bryn Mawr, Pa.

Executive board, Mary Esther Robbins '92, *chairman*, Library School faculty, Simmons College, Boston; Charles James Barr '02, assistant librarian, John Crerar Library, Chicago; Caroline Melvin Underhill, '89, librarian, Utica (N. Y.) Public Library

A telegram expressing confidence and pledging the loyalty of the association to the school was sent by the association to the director and the faculty. Forty-seven were present at the dinner preceding the meeting.

During the year every member of the advisory board lectured before the school. The board at present consists of the following members:

1909-12. Edwin Hatfield Anderson '92. Assistant director, New York Public Library

1910-13. Arthur Low Bailey '98. Librarian, Wilmington Institute Free Library, Wilmington, Del.

1911-14. Mary Letitia Jones '92. Librarian Bryn Mawr College, *chairman*

In addition to the expressions of loyalty and the pledges of interest in the school, the association gave a concrete example of the practical nature of its interest by authorizing the advisory board "to expend a sum not to exceed \$100, for books or equipment for the Library School as they deem best."

Mention has been made elsewhere of the aid received from individual former students. Not a week has passed since the fire which has not brought words of confidence from former students and while such a feeling is generally held by hundreds of library workers throughout the country, the school has an asset whose direct value can not be estimated.

Necrology. The only deaths among former students during the past year were those of Miss Irene Gibson who attended the school from October 1892 to June 1893 and Rev. Leonard J. Dean, who died August, 1911. At the time of her death, which occurred July 9, 1911, Miss Gibson was a member of the staff of the Library of Congress, which service she entered in 1902. Mr Dean attended the school from October, 1892 to February, 1893. For some time previous to his death he had been engaged in pastoral work in Troy, N. Y.

(For full list of deceased former students see Report of the New York State Library School, 1908, page 22; 1909, page 22; 1910, page 21.)

NOTES AND COMMENTS

Library meetings. The school attended in a body the meeting of the District of Columbia Library Association on the evening of April 12, 1911. A considerable number also attended the district meeting held in the Guild House of the Cathedral of All Saints, May 26, 1911, under the auspices of the New York Library Association. Miss Mary C. Richardson of the class of 1912 acted as secretary pro tem of the library section of the State Teachers Association at Rochester, December 28, 1910.

Quarters for 1911-12. September 18, 1911 the school quarters were moved from the State Normal College to the top floor of the Guild House of the Cathedral of All Saints where they will remain until the completion of the rooms assigned to the school in the new State Education Building. These will probably be completed during the school year 1911-12. Individual tables, a separate classroom, shelf room for a working collection of books, facilities for night work and many other conveniences which would have been impossible in the crowded State Normal College are provided for by the removal to the Guild House.

The main study room is approximately 48 by 70 feet and with the classroom on the floor below, provides the most spacious location the school has ever occupied, not excepting the old quarters in the State Capitol. With the exception of a small space occupied by the library for the blind, the entire room is devoted to the work of the school. Considerable time in the preparation of classwork will be saved by shelving the working collection (including essential reference books) in the room itself instead of on another floor as was the case in the old State Library. The collection serves as a working reference room for the staff of the State Library as well as for the use of the school.

Quite as valuable is the presence in other parts of the building of the unused stock of the traveling library section and the accessions to the State Library which make the rapidly growing resources of the library easily available for school use. The staffs of the book selection section and of the Division of Educational Extension are also located in the Guild House so that the entire building is devoted to library use. Association with members of the library staff and observation of their work is consequently made much easier than if the school were in isolated rooms at a distance from other sections of the library.

Future of the school. Although forecasting the future is always a difficult and dangerous matter, several marked tendencies of the past year have at least indicated several strong probabilities for the future.

Probably the two real services of the fire to the school have been the demonstration of its essential stability and the forced opportunity given it of revising its work and, in this revision, of distinguishing the essential from the accidental.

Stability was shown in the comparative ease with which the year was completed under adverse conditions and in the face of obstacles that were bewildering in variety. With all the equipment gone, a choice had to be made between essentials and non-essentials and both faculty and students discovered somewhat to their surprise that many details which had seemed of major importance were, after all, accessories rather than necessities. At the same time, it was a real pleasure to see in the forced revision of every unfinished course that getting down to fundamentals required little serious shifting either of plan or of general point of view.

The readiness with which the faculty rose to emergencies and the excellent teamwork which prevailed should be a sufficient answer to the charge that library schools are always incapable of getting out of instructional ruts.

There was no period of depression to overcome. Faculty and students alike were put on their mettle and, if any comparison can be made between the work of the two periods, it seems fair to say that what the work of the latter part of the year lacked in polish acquired under earlier and more favorable conditions was more than compensated for by the greater vigor and enthusiasm with which the problems of the later period were attacked.

There seems no good reason for pessimism as regards the school's future. There has been an unusual number of applicants for admission. The expressions of confidence received from former students,

from friends of the school throughout the country, and the attitude of the students in the school at the time are all indicative of general confidence that the school will continue its work of giving first-class instruction in library science.

In the very near future there will be ready new quarters whose convenience will very materially aid in promoting good work and in economizing energy. There is every reason to believe that the New York State Library will very shortly take its place again among the great libraries of the country. Its regular appropriation for maintenance assures the usual large number of current accessions.

In addition to the regular appropriation additional aid is provided in a bill introduced into the Legislature September 6, 1911 in which

The Commissioner of Education is . . . authorized and directed, pursuant to the rules of the Regents of the University of the State of New York to take such measures, make such contracts and incur such traveling and other expenses, not exceeding in the aggregate the sum of one million two hundred and fifty thousand dollars (\$1,250,000), as may be necessary to reestablish and enlarge the State Library, by gathering suitable books, pamphlets, manuscripts and other materials . . . so as not only to restore the loss and remedy the damages to the State Library and to the State Museum collections therein occasioned by the fire which occurred in the State Capitol on the twenty-ninth day of March, nineteen hundred and eleven, but also so as to create in the course of years a comprehensive State Library which will meet the varied needs of the government and the people of the State of New York. . . . The sum of fifty thousand dollars (\$50,000) or as much thereof as may be necessary, which shall be available immediately, is hereby appropriated out of any moneys in the State treasury not otherwise appropriated, for the purpose of carrying out the provisions of this section.¹

Even under ordinary conditions the growth of the library has been rapid and with this large amount of additional resources its re-establishment as a good working library will be a matter of months rather than years. It will, moreover, be more than a miscellaneous aggregation of books. Not only will there be room in the new Education Building for the systematic arrangement of the accumulations of many years to come but it seems beyond a doubt that this systematizing will take place rapidly for the problem facing the State Library is unique. There is no new staff to be trained to work together but a force of veteran workers, with an *esprit de corps* already established and an intimate knowledge of the minute details needed to restore the library to its former position. The new problems which must be faced will furnish an opportunity for a

¹ The bill passed both houses and was approved by the Governor Oct. 24 1911.

study in library organization which will probably be unparalleled in American library history. The school also escapes the trials which beset the first years of a new institution for its faculty is practically intact and the continuity of the school and its work unbroken.

Some of our former students who have not kept closely in touch with the school may remember its rather uncertain official status in its earlier days and may for that reason feel unduly apprehensive about its future. In such cases a brief mention of present conditions may prove reassuring.

At the regular meeting of the Regents of the University of the State of New York, December 14, 1905, the Commissioner of Education made the following recommendation:

As some doubts seem to have arisen concerning the continuance of the State Library School it may be well to set them at rest by the definite announcement that it is the purpose to maintain the school permanently upon the highest practicable plane of efficiency and usefulness.

The Regents thereupon recorded their approval of the recommendation as follows:

Voted, That the announcement be made that it is the purpose to maintain the Library School permanently upon the highest practicable plane of efficiency and usefulness.

The sincerity of the statement has been fully proved by subsequent actions of the Board and by the attitude of the Commissioner of Education in many cases in which the work of the school came under his immediate attention, and never has he deserved the gratitude of all its friends more than by his help in the recent crisis. The New York State Library School has become an officially recognized part of the educational system of the State, and in crises that would have snuffed out an institution of low vitality it has proved its ability to do good work under adverse conditions. These conditions have already proved to be only temporary and we face the future with well-grounded confidence that the purpose of the Regents will be fulfilled and that the Library School will be maintained "permanently upon the highest practicable plane of efficiency and usefulness."

Publications. In addition to the routine administrative blanks and forms, all of which were necessarily reprinted, the following publications of the school were issued during 1911-1912:

24th annual report, 1910. 25p. 1910.

Circular of information, Summer session, 1911. 4p. 1911.

Circular of information, 1911-12, 26p. 1911.

Librarianship, an uncrowded calling. 23p. 1911.

Librarianship as a profession. 32p. 1911.

2d edition, with changed title, of preceding entry.

Library handwriting. 11p. 1911.

New and slightly revised edition of the circular of the same title published in 1908.

